

Job Description 2021

Title of the Job:	GIS Officer
Job Level:	5
Reports To:	GIS Specialist
Purpose of the Job:	
<ul style="list-style-type: none"> To support planning, implementation and monitoring of tree planting projects, among other GBM's community development projects. To participate in collection, summarizing and integrating available data for project sites such as base map data, land landscape factors, socio-economic factors and evaluation of the ecological significance. 	
Key Responsibilities/Accountabilities:	
<ul style="list-style-type: none"> Organizing and carrying out baseline survey and other related data collection activities in the field Examine the quality of data collected from various constituencies, collect/create new data, create metadata, verify projections, maintain a consistent naming convention for geospatial data and maintain the data in an organized directory structure. Ensuring high data integrity and accuracy through validation and creation of geodatabases and metadata for all the vector and raster data. Maintaining data sets required for the production of information products to support conservation activities at the Green Belt Movement. Support the analysis of data for development of spatial database of the GBM communities, tree nurseries, networks, planted trees, forest growth and land use using ArcGIS software. Carry out data processing, reformatting and spatial analysis to support activities of the various programs at the Green Belt Movement. Map production and related cartographic support to field and office based staff to support planning, implementation and monitoring. GBM tree planting geodatabase development and updating after the approval by the GIS Officer. Obtaining and managing necessary GIS resources while coordinating GIS-related activities with user departments within the organization. Preparing and reporting on the various activities carried out by the GIS department as well as provision of project status reports to the Line Manager. Evaluating technological advances and promoting the usage of appropriate technology and application within the organization for better results etc. Verification of accuracy of data from the data entry desk. Use GIS as a monitoring tool for GBM projects 	

- Carry out any other duties as assigned.

Reporting Relationships:

Responsible for:

None

Key competencies/Technical skills Required to Fulfil the Job:

- Excellent analytical, problem solving and organizational skills; strategic thinker
- Ability to work independently and handle multiple projects.
- Ability to coordinate activities and handle Pressure
- Ability to work under strict deadlines: high calibre time management competency.
- Responsible and accountable; Attentivity to detail
- Interpersonal and Communication skills.
- Capability and willingness to travel to Project Sites at Short notice; willing to deploy to the field/GBM Project areas in the event of an emergency.
- Demonstrate integrity by modelling the GBM's values and ethical standards; Promote the vision, mission, and strategic goals of GBM at all times.

KEY PERFORMANCE AREAS

Key Responsibility Areas	Key Performance Indicators
Availability of data when required	Quality data from various constituencies available when required/ requested
Spatial database development of the GBM communities , tree nurseries, networks, planted trees, forest growth and land use using ArcGIS software	Spatial database developed and updated for all GBM communities tree nurseries, networks, planted trees, forest growth and land use using ArcGIS software. Remain consistently current with this information
Creation and maintenance of datasets required for the production of information that supports GBM project implementation;	Maintained data sets in place and all GBM projects and information readily available upon request.
Data/projects monitoring and evaluation.	GBM projects monitored and evaluated using the Geospatial technology.
Map production and related cartographic support to field based and office staff to support GBM project planning, implementation and monitoring.	Timely map production for all GBM projects and related cartographic support to all project staff as required.
Carrying out of baseline surveys and other related field data collection activities.	Timely carrying out baseline surveys and other related field data collection activities for all GBM projects as required
Participating in designing, developing and publishing web mapping programs and applications through ArcGIS online and ArcGIS enterprise server.	Well designed, developed and published web mapping programs and applications through ArcGIS online and ArcGIS enterprise server.

Reporting	<p>Accurate and timely reporting on the various activities carried out the line manager.</p> <p>Timely Monthly updates and timely departmental work plans.</p>
Proper use of GPS	<p>Trained employees on proper use of GPS</p> <p>Proper records kept for all GPS's issued to the field based staff.</p> <p>Proof of GPS's returned in good condition upon staff separation</p>

EDUCATIONAL LEVEL REQUIRED TO FULFIL THE ROLE:

- A Bachelor's degree or diploma in GIS, Geography, Earth Science or a related field from an accredited college or university.
- Able to work under fast pace environment and perform overtime when required; willing to learn attitude.
- A minimum of 5-years' experience as a GIS Analyst, GIS Assistant, or similar position with professional-level experience in the design, development, implementation and administration of geographic information systems, including analysis and database development and integration.
- Knowledge and experience in use of GIS mapping software products including ESRI ArcGIS, Intergraph Geomedia etc.