



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the post of

Geographic Information System (GIS) Analyst (SOG/ST 7)

Reporting to the Geographic Information Systems (GIS) Manager, the incumbent will assist in providing the necessary support to the EOJ through the management and utilization of spatial data and geo-spatial technology solutions in the achievement of the organization's mandate.

Core Duties

- Designs, edits and publishes GIS data, maps, analysis, reports, charts, and graphs in the form of static and online content for numerous projects
- Monitors and applies the best industry practices, while maintaining data integrity and accuracy
- Utilizes ArcGIS Desktop, ArcGIS Pro, or ArcGIS Online in data visualization
- Develops sustainable systems of collecting and managing data points
- Manages necessary hardware and software
- Delivers training and technical support to end-users
- Provide GIS system administration, GIS database editing, geocoding, geoprocessing, data conversion, workflow management, spatial analysis, and quality control processes in desktop and web-based environments.
- Develop and maintain GIS files and associated spatial and tabular databases, including but not limited to cadastral, streets, addressing, community boundaries, points of interest, topographic, aerial photography, AutoCAD and Revit file conversions, and other spatial features on local and online servers.
- Provides technical support in maintaining the GIS database and related geo-spatial technology solutions.
- Assists with research and the evaluation and implementation of new GIS technologies, products and services.
- Research, create, and produce spatial layers, analysis, maps, reports, charts, and cartographic displays.
- Performs raster and vector-based GIS analysis as needed and carries out technical processes to assist in the utilization of multiple data sources, such as geo-referencing, coordinate transformations, and joining of datasets.
- Perform related work as required.

Required Qualification and Experience

- BSc. Degree in Surveying/GIS/Geomatics/Geography/Environmental Science, or related field.
- Certification in GIS utilization and mapping is a definite asset.

- GISP certification preferred
- Outstanding project management and facilitation skills
- Detail-oriented and excellent written and verbal communication skills
- Training in Supervisory Management.
- Two (2) years experience in a similar capacity.

Applications should be submitted by October 29, 2023 to:

The Director, Human Resource Management

P.O. Box 671, G.P.O.

Kingston

Email: hr@eoj.com.jm

We thank all applicants for their interest, but only shortlisted candidates will be contacted.