



EMPLOYMENT OPPORTUNITY

The Statistical Institute of Belize is seeking a resourceful, results-driven and qualified candidate to fill the vacant position of **Geographic Information Systems (GIS) Assistant**.

Reports to: GIS Officer, Systems Development and Data Processing Department

Duty Station: Belmopan

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Digitizes information and creates, update queries and views GIS data to provide easier access and retrieval of processed information on multiple databases to support valid statistical analysis and accurate map. Plots utilizing methodologies such as trace digitizing, coordinate geometry (COGO), survey or notations and graphic input in digital formats and legal descriptions.
2. Creates accurate grid references utilizing appropriate GIS software, coordinate geometry and graphics to correspond with the information and/or design drawing, legal surveys, maps and addresses needed to update information for infrastructure mapping.
3. Creates, updates and maintains spatial data using digitization, COGO and other scanning techniques and ensures data accuracy.
4. Interprets and prepares data such as field notes, plats, legal descriptions and address information for use in analyzing data and updating maps.
5. Verifies, corrects and updates GIS data layers and databases utilizing coordinate geometry and graphics to correspond with the information on design drawings, maps, plans and reports and prepares and maintains metadata for all spatial data layers and databases.
6. Converts hardcopy-engineering drawings into electronic formats.
7. Assists GIS Officer and/or interested SIB staff with specific processed spatial data including reports, maps, and charts.
8. Compares field and office mapping to resolve incongruous information issues, and may utilize Global Positioning System (GPS) or wireless GIS systems to collect or verify the accuracy of the GIS data.
9. Creates and updates various map types using planimetric and thematic mapping techniques and aerial and satellite data, and maintains map collections.
10. Utilizes vector or grid overlay techniques to generate new GIS layers from existing ones.
11. Collect spatial and non-spatial data using mobile data collection tools for example, ArcGIS Collector application.
12. Under instruction, installs, reviews and maintains desktop software and spatial database connections.
13. Assists GIS users with IT questions for retrieving GIS information.
14. By assignment, maintains computerized inventory of electronic field equipment and specialized services for users.



15. Represent the Institute at meetings, seminars and conferences.
16. Assume responsibility for the Institute's assets assigned for the execution of the duties of the substantive post.
17. Perform any other relevant duties required for the effective functioning of the Institute.

EDUCATION AND EXPERIENCE:

- Associate Degree in Geographic Information Systems, Information Technology, Cartography, Remote Sensing or a directly related field with a cumulative grade point average of at least 3.0.
- At least four Grades I/II passes in CXC General Proficiency or equivalent, two of which must be in English A and Mathematics.
- Minimum of two years' experience working with GIS and/or ArcGIS training.
- Experience with GIS application in statistics would be an asset.

SKILLS AND KNOWLEDGE:

- Mature and have strong interpersonal skills;
- Strong written and verbal communication skills;
- Attention to detail;
- Proficient in SPSS, Microsoft Excel, Access, Word and Power point;
- Highly disciplined and effective team player;
- Able to multi-task and meet strict deadlines;
- Ability in spatial reasoning sufficient to learn new information regarding geographic information technology;
- Knowledge of information technology hardware and software sufficient to be able to perform basic functions and troubleshoot problems;
- Knowledge of GIS and GIS software sufficient to be able to perform a variety of duties related to the work assignment;

SIB offers a competitive salary and benefit package including life and health insurance and a pension plan. Application together with curriculum vitae, two (2) recent references, certified copies of academic transcripts, certificates and a recent police record must be submitted by **Friday, October 13, 2017** to:

Human Resource Manager
Statistical Institute of Belize
1902 Constitution Drive
City of Belmopan
Email address: anoralez@mail.sib.org.bz

Ref: Geographic Information Systems (GIS) Assistant

(All applications will be held in strict confidence. Only shortlisted applicants will be contacted for an interview.)