



Job Title	Geographic Information System Technician
Department	Geographic Information System
Reports To	Head of Department
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	To maintain computer databases, records and maps and to ensure effective and efficient delivery of services to stakeholders.
Job Responsibilities	<ul style="list-style-type: none"> • Receive and check data for completeness and accuracy. • Enters data into the computer using standard procedures. • Assist with the preparation of digital and hardcopy maps. • Provide data summaries and map printouts as requested. • Maintains a system of storage for the map and photograph collection. • Maintains a system of computer files and folders including backups. • Ensures all hardware, software and other maps and data are maintained in a clean and tidy condition. • Verify ground truthing and demarcation of ED boundaries. • Liaise with other staff to help identify data and information requirements. • Responsible for care of equipment. • Carry out field visits and routine activities. • Performs other related duties.
Job Specifications	<ul style="list-style-type: none"> • 5 subjects CXC passes, including English A & Mathematics with grades 1 to 111 • Must be proficient in Microsoft Office. • Knowledge of spreadsheet and database software would be an asset. • Must have excellent communication and interpersonal skills.