



<b>Job Title</b>	<b>Cartographer</b>
<b>Department</b>	Demography, Vital and Social Statistics Department
<b>Section/Unit</b>	Cartography Unit
<b>Reports To</b>	Head of Department
<b>Location</b>	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
<b>Objective</b>	Produce quality geographical data and relevant maps, charts, and images in keeping with specified standards for the execution of household surveys, censuses and other related activities.
<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>• The incumbent will supervise the coordination, development, implementation, operation and maintenance of the Bureau of Statistics GIS network.</li> <li>• Day-to-day Supervision of a team of staff including data analysts, field Supervisors and other support staff.</li> <li>• Provide technical support on GIS and related matters to other departments.</li> <li>• Oversees the publication of the paper and digital maps and charts and other sources of geographic information.</li> <li>• Compile data required for map preparation, including aerial photographs, survey notes, records, reports, cadastral plans and original maps.</li> <li>• Develop and maintain quality control procedures for data capturing, evaluation of data collected via surveys and censuses.</li> <li>• Provides relevant information on logistics for the execution of surveys and censuses to departments.</li> <li>• Assist in the development of maps for the dissemination of survey and census data/information.</li> <li>• Coordinate the documentation of the Unit's workflow.</li> <li>• Prepare work plans and budgets for the Unit and oversee its implementation.</li> <li>• Develop a training plan and manual as well as coordinate training for new and existing members of the Unit.</li> <li>• Ensure all mapping software, hardware, techniques, and other related technologies are kept up-to-date.</li> <li>• Any other related duties that may be assigned by the Head of Department.</li> </ul>
<b>Job Specifications</b>	<p><b>Qualification and Experience:</b></p> <ul style="list-style-type: none"> <li>• A Masters' degree in Geography, Geographical Information System (GIS), Geospatial and Mapping Science, or related field.</li> <li>• Minimum of two (2) years' experience in development, implementation and management of GIS.</li> <li>• Must have advanced knowledge and experience in the use of ArcGIS suite of software tools or QGIS.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• A Bachelors' Degree in Mapping Science, Cartography, Geography, Surveying, or Geographical Information Systems (GIS).</li> <li>• Minimum of 5 years relevant and proven experience in a senior professional position, including experience in Cartography and Geographical Information Systems.</li> </ul>

	<ul style="list-style-type: none"><li>• Minimum 2 years of quantitative research experience, with a strong emphasis on spatial analysis and detailed report preparation.</li></ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"><li>• Advanced knowledge of ArcGIS and QGIS</li><li>• Knowledgeable in Geographical data management and utilization</li><li>• Familiarity with coordinate geometry, data conversion and validation, spatial analysis, and visualization</li><li>• Detail-oriented</li><li>• Have the ability to work at a fast pace and meet deadlines</li></ul> <p><b>Analytical and Logical Skills:</b></p> <ul style="list-style-type: none"><li>• Problem-solving</li><li>• Planning and organizing skills</li><li>• Written communication to produce comprehensive reports</li><li>• Total Quality Management</li></ul> <p><b>Interpersonal Skills:</b></p> <ul style="list-style-type: none"><li>• Team leadership for managing staff</li><li>• Verbal communication for meetings and presentations at all levels</li></ul> <p><b>Personal strengths:</b></p> <ul style="list-style-type: none"><li>• Flexibility to adapt to changing priorities</li><li>• Ability and determination to achieve stated objectives of the Unit even when faced with difficult resource constraints.</li></ul>
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