

Job Specification

Job Title	GIS Officer
Category	Permanent Position
Division	Development, Planning and Infrastructure
Reporting To	Senior Manager: Spatial Planning
Job Level	Paterson Grade C3
Job Purpose Statement	<p>The GIS Officer will be responsible for managing the GIS system for DTPC and ensuring that the GIS and or GEO-database is kept up to date; and that relevant as-built information is accurately captured and managed. Responsibility also relates to cartography within the organisation. The incumbent will also be responsible for providing GIS support to other divisions within DTPC. The incumbent will assist on specific planning and environmental projects as well as undertake spatial analysis.</p>
Key Performance Areas	<p>GIS Management</p> <ul style="list-style-type: none"> ● Compare and contrast different commercial GIS software packages and advise procurement options to DTPC. ● Compare and contrast different commercial GIS spatial data collection tools and advise procurement options to DTPC. ● Operate at least one commercially available off-the-shelf GIS software package. ● Act as a custodian of GIS and or GEO database, ensuring that it is properly utilised and any additional changes are implemented in a methodological and systematic way. ● Undertake fieldwork in order to collect data and undertake post-processing. <p>GIS Database and Web Portal</p> <ul style="list-style-type: none"> ● Specify the appropriate method to capture the data source and the application. ● Manage data capture projects and provide quality control over the acquisition of spatial data for use in GIS. ● Operate and management of various of GIS and CAD software packages. ● Convert CAD files produced for construction into GIS shapefiles/ feature classes and upload into the geo-database. ● Assist with the the development, design and implementation of a customized GIS web-portal for DTPC. ● Assist with the management and maintenance of the DTPC server and web-portal.

**Qualifications,
Knowledge,
Skills and
Competencies
Required**

GIS Support

- Provide a GIS service for resource management, environmental projects, development planning, infrastructure and in support of other divisions in the organisation, on an on-going basis.
- Create detailed maps for the purpose of assisting in master planning, environmental and infrastructure planning.
- Map production for the purpose of on-site services route planning and also for maintenance and verification of as-built drawings.
- Work with various clients across DTPC to provide project oriented GIS support.
- General spatial data collection and analysis.

Research

- Collect and analyse data for research purposes from aerial photographs, satellite images, ground surveys and reports.

- A bachelor's degree or equivalent qualification in Geography/ Cartography with GIS and Remote Sensing as a major subject
- A relevant post – graduate qualification in Geographic Information Systems would be advantageous
- Minimum 3 - 5 years commercial experience working with geographic information systems
- Experience in Geographic Database design management and maintenance
- Experience in GIS analysis and map production
- Working knowledge of AutoCAD packages
- Computer literacy and numeracy
- Comprehensive knowledge of map projections
- Extensive ArcView or experience, AutoCAD and MS Access experience
- Attention to detail and accuracy in work production is very important
- Innovative and proactive in finding solutions to problems
- A results driven individual with a winning attitude
- Strong interpersonal and communication skills
- Ability to develop, plan, and implement short and long term goals
- Dedication and willing to work long hours, when required
- Be able to work by him/herself and take initiative where needed
- Teamwork – ability to work with others
- Demonstrate Professional Excellence
- Multi-Cultural Strengths - working across and leveraging where applicable

Opening Date

25 August 2019

Closing Date

8 September 2019

**Employment
Equity**

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

Recruitment and Selection Process

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1st Round Panel Interview;
- Psychometric Assessment/s; and
- Verification Checks.

Verification Checks

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen;
- Drivers License; and
- Positive verification of current remuneration package.

Remuneration and Benefits

R375,547 – R525,790 Annual Basic Salary.

R506-15 Medical Aid Allowance per month.

Company Contribution to Provident Fund and Approved Group Risk Benefit.

Non-guaranteed performance bonus.

20 Working days leave per annum.

Application Forwarding Details

HR@dubetradeport.co.za