



THE REPUBLIC OF TRINIDAD AND TOBAGO



ELECTIONS & BOUNDARIES COMMISSION
Partners in Democracy

EMPLOYMENT OPPORTUNITIES

The Elections and Boundaries Commission (EBC) is inviting suitably qualified individuals to apply for the following contractual positions in its Boundaries Delimitation Unit.

Geographic Information Systems (GIS) Manager

JOB SUMMARY:

The incumbent is required to provide the necessary support to the Elections and Boundaries Commission through the sourcing, management and utilization of spatial data, to assist the Department in achieving its objective.

DUTIES AND RESPONSIBILITIES:

- Determines the scope, schedule, budget and resources necessary for the execution of projects.
- Guides the development of geo-database and web applications.
- Supervises the production of digitized maps with clearly defined electoral boundaries, including administrative, constituency and electoral divisions.
- Makes recommendation for the sub-division of polling divisions, and changes to electoral districts.
- Prepares annual and quarterly reports on activities undertaken.
- Prepares and submits Annual Draft Estimates for the Division.
- Participates in the development of strategic and operational plans for the Department.
- Maintains contact with external agencies, contractors and suppliers of spatial data.
- Evaluates projects as required.
- Ensures staff motivation and morale are maintained at a high level.
- Keeps abreast of new technological developments and recommends changes where necessary.
- Responsible for planning, organizing and coordinating all GIS projects for the Department.
- Responsible for ensuring the accuracy, currency and security of data maintained by the Department.

KNOWLEDGE, SKILLS AND ABILITIES:

- Sound knowledge in the use of GIS software and products.
- Knowledge of GPS handheld units and data collection techniques.
- Knowledge of the principles and practices of GIS, spatial analysis, remote sensing and cartography.
- Knowledge of the principles and practices of project management.
- Knowledge of ArcGIS data models.
- Knowledge of programming languages relating to GIS applications.
- Some knowledge of relevant Public Service rules and regulations, instructions and procedures.
- Good interpersonal skills.
- Problem solving and time management skills.
- Good presentation skills.
- Ability to supervise, leads and motivates support staff, and promotes teamwork.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively use Information and Communication Technology (ICT) tools to assist in achieving departmental and project-related efficiency.
- Ability to develop technical curricula and training.
- Ability to establish and maintain effective working relationships with colleagues.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of three (3) years experience working in an Enterprise GIS environment and Land Information.
- Experience in database design.
- Experience in a supervisory capacity.
- Experience in teaching/training methodology will be an asset.
- Training as evidenced by the possession of a recognized Bachelor's Degree in Surveying, Geomatics, GIS, Geography or related field.

Geographic Information Systems (GIS) Analyst

JOB SUMMARY:

The incumbent is required to provide vector-spatial analysis and conversions and produce digital maps using electoral data, while providing technical support in the maintenance of GIS database and customized applications.

DUTIES AND RESPONSIBILITIES:

- Provide technical assistance in the co-ordination of GIS projects as required by the Department.
- 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 and joining of datasets.
- Produces digital maps of electoral data or any other spatial information as required by the Department.
- Participates in the training and development of GIS and other staff.
- Assist in the evaluation of new GIS technologies, products and services.
- Provides technical support in the general maintenance and updating of the Department's GIS database.
- Assists in the development of customized spatial applications including web-based applications.

KNOWLEDGE, SKILLS AND ABILITIES:

- Sound knowledge in the use of GIS software and products.
- Knowledge of GPS handheld units and data collection techniques.
- Knowledge of the principles and practices of GIS, spatial analysis, remote sensing and cartography.
- Knowledge of the principles and practices of project management.
- Knowledge of ArcGIS data models.
- Knowledge of programming languages relating to GIS applications.
- Some knowledge of relevant Public Service rules and regulations, instructions and procedures.
- Good interpersonal skills.
- Problem solving and time management skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently.
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to effectively use Information and Communication Technology (ICT) tools to assist in achieving departmental efficiency.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of three (3) years experience working in an Enterprise GIS environment and Land Information.
- Experience in database design, digital map creation or associated GIS mapping applications.
- Bachelor's Degree in Geomatics, Geography, Information Systems, Computer Science or related field.
- Any combination of relevant experience and training that provides the applicant with the required knowledge, skills and abilities to perform the job.

Geographic Information Systems (GIS) Field Technician

JOB SUMMARY:

The incumbent is expected to conduct physical mapping of electoral-based geographic data in defining constituency, electoral division and polling division boundaries.

DUTIES AND RESPONSIBILITIES:

- Assists in the data gathering phase of GIS projects as required by the Department.
- Utilizes GPS handheld receivers for mapping of electoral-based geographic data, whether constituency, electoral or polling division boundaries.
- Maps any other geographic features required by the Department to complement existing spatial datasets.
- Works together with employees of the Department at the constituency and regional levels to ensure that electoral boundaries are updated as necessary to reflect changes.
- Downloads and processes GPS data files and converts same to a GIS readable format.
- Maintains GPS and other equipment in good working condition.
- Executes other duties as required for the efficient operation of the Unit.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of GPS handheld units and data collection techniques.
- Working knowledge of Microsoft Office Suite.
- Knowledge of ESRI's ArcGIS software will be an asset.
- Knowledge of programming languages relating to GIS applications.
- Some knowledge of relevant Public Service rules and regulations, instructions and procedures.
- Good interpersonal and communication skills.
- Basic report writing skills.
- Problem solving and time management skills.
- Ability to work independently as well as in a team.
- Ability to establish and maintain effective working relationships with colleagues.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years experience working with geographic information systems.
- Training as evidenced by the possession of an Associate Degree, Diploma or Certificate in Geographic Information Systems or a related field.
- Any combination of relevant experience and training that provides the applicant with the required knowledge, skills and abilities to perform the job.

The Deadline for applications is Friday 29th September, 2017 and should be addressed to;

The Ag. Chief Election Officer
Elections and Boundaries Commission
Scott House, 134-138 Frederick Street, Port of Spain

Re: Vacancies - Boundaries Delimitation Unit

The Department thanks all applicants in advance for their interest and advises that unsuitable applications will not be acknowledged.