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| **MINISTRY OF HEALTH****JOB DESCRIPTION****CONTRACTUAL POSITION** |
| **JOB TITLE: GIS ANALYST** |
| **REPORTS TO:** | GIS Manager  |
| **DUTIES AND RESPONSIBILITIES:** |
| 1. Capture office-based or field- based GIS data in different formats using GPS, electronic data recorders, digitizers and other devices or approaches.
2. Conduct data entry to ensure that data is GIS compatible.
3. Download, convert and upload GIS data available from internal and external sources and ensure data quality standards are maintained.
4. Perform GIS data quality control, including reviewing data for completeness and accuracy; identifying and correcting errors or omissions in the data.
5. Catalogue and inventory GIS data, including meta data creation.
6. Input, update and maintain GIS databases, including making backups.
7. Perform GIS- based spatial and temporal analyses.
8. Reproduction and dissemination of geospatial information in various formats inclusive of map layouts and views, and generate maps and reports.
9. Support the GIS Manager in conducting GIS training within the Ministry of Health.
10. Conduct and/ or participate in field visits.
11. Perform other related duties.
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| **KNOWLEDGE** |
| * Knowledge of Geographic Information Systems equipment and technology.
* Knowledge of quality control techniques.
* Data base maintenance and management.
* Knowledge of formats for the application of geospatial information.
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| **SKILLS AND ABILITIES*** Ability to work productively both independently and as a part of a team.
* Effective time management.
* Efficient data capture.
* Any equivalent combination of skills and experience.
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| **QUALIFICATIONS/ CERTIFICATION/ EXPERIENCE** |
| 1. Certificate in GIS.
2. Minimum 2 years related experience.
3. Experience in field mapping using global positioning (GPS) receivers.
4. Experience manipulating and editing spatial data in ArcGIS software package.
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