



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

Form OD2.7



**1. IDENTIFICATION**

<b>DEPARTMENT:</b> Commerce and Industry	<b>SYS. POSN. NO:</b> 0230000255	<b>REF. NO:</b> CSIT.04
<b>WING:</b> Corporate Services	<b>DESIGNATION/CLASSIFICATION:</b> Geospatial Officer	<b>GRADE:</b> 12
<b>DIVISION:</b> Corporate Services	<b>LOCAL DESIGNATION:</b> Geospatial Officer	
<b>BRANCH:</b> Information & Communication Technology	<b>REPORTING TO:</b> Senior Geospatial Officer	<b>SYS. POSN. NO:</b> 0230000254
<b>SECTION:</b> Information & Communication Technology	<b>LOCATION:</b> Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 <sup>nd</sup> Floor	<b>REF. NO:</b> CSIT.03

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
(Agency Reference / File No)	(Structure approved date)	(Record of how position has changed)
140	16 – 03 – 2000	Restructure
159	11 – 07 – 2007	Restructure
182 – OD 2.3 / 30062014	30 – 07 – 2015	Restructure
189	06 – 12 – 2018	Restructure

**2. PURPOSE**

The Geospatial Officer is responsible assisting with and undertake the development and maintenance of Geographic Information Systems (GIS) and provide spatial data management and analytical services to the staff and external clients.

**3. DIMENSIONS**

The Geospatial Officer reports directly to Senior Geospatial Officer for all duties.

**4. PRINCIPAL ACCOUNTABILITIES**

- 4.1 Assist manage the department's spatial information database, which involves data management, importing of new data sets, user configuration, data modeling and quality assurance,
- 4.2 Undertake the development and maintenance of other layers with the department Geographic Information System (GIS),
- 4.3 Undertake the development of GIS application, including web base and mobile computing where required,
- 4.4 Installation and maintenance of GIS desk top application and provide technical leadership and support to GIS users,
- 4.5 Undertake map production and data provision services for the staff within agreed time and quality assurance,



- 4.6 Maintain an appropriate level of knowledge of spatial information, products, trends and procedures and standards for facilitating the proper development of the department's spatial information systems,
- 4.7 Assist with activities designed to meet the department management and corporate plan objectives and best business practices.

## 5. MAJOR DUTIES

- 5.1 Assist manage the department's spatial information database, which involves data management, importing of new data sets, user configuration, data modeling and quality assurance,
- 5.2 Assist in and undertake the development and maintenance of other layers with the department Geographic Information System (GIS),
- 5.3 Assist and undertake the development of GIS application, including web base and mobile computing where required,
- 5.4 Installation and maintenance of GIS desk top application and provide technical leadership and support to GIS users,
- 5.5 Undertake map production and data provision services for the staff within agreed time and quality assurance,
- 5.6 Maintain an appropriate level of knowledge of spatial information, products, trends and procedures and standards for facilitating the proper development of the department's spatial information systems,
- 5.7 Assist with activities designed to meet the department management and corporate plan objectives and best business practices.
- 5.8 Provide a range of high level spatial information support, data validation and correction and spatial analysis,
- 5.9 Perform other duties as directed by the Senior Geospatial Officer.

## 6. NATURE AND SCOPE

The Geospatial Officer is a senior technical position and:

1. Provide advice on spatial matters to the Senior Geospatial Officer
2. Collaborate with other Branch Heads on spatial matters.
3. Consult with clients on spatial matters.

### 6.1 Working Relationship

#### 6.1.1 Reporting

- To Senior Geospatial Officer on spatial matters and Consults with Assistant Secretaries on all spatial related matters.

#### 6.1.2 Internal

- Director – Corporate Services on spatial matters.
- Assistant Secretaries consultations with spatial matters.
- Consultations with Supervisors and senior officers on spatial work related matters.

#### 6.1.3 External

- Liaise with the Department of Communication & Information on spatial matters.
- Liaise with Telikom, Digicel, BMobile and other internet service providers on spatial procurement matters.





- Liaise with service providers and other clients on spatial production matters.
- Gather and compile relevant spatial data and information to support ICT manager with documentation and report formulation.

## 6.2 WORK ENVIRONMENT

- This is a senior technical position responsible for providing strategic advice to the ICT Manager, other senior managers of the Department and external key stakeholders. The incumbent must be an experienced professional with extensive knowledge of Information Communication and Technology, Geographic Information Systems; data management processes both for domestic and international industry, commerce, trade and investment environment. The incumbent must have extensive experience to be able to provide sound high level advice and produce strategic analytic reporting to Manager IT, top management and key stakeholders within the industry.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules and Procedures

The Geospatial Officer is guided by:

- The Department Corporate Plan, Management Plan and various Management directives of the Department.
- Medium Term Development Plans (MTDP 11, 111)
- Various legislations including Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act,
- ICT Act and industry regulations.

### 7.2 Decision

- Set priorities and targets of the Branch,
- Set Branch work plans and activities,
- Review of Branch work plans and activities,
- Branch budget and sourcing,
- Consistent with Communications Acts, Regulations and Legislations.

### 7.3 Recommendations

- Relevant Branch strategies,
- Implementation of Department's ICT programs,
- Liaise with Department of Communication and Information. \
- Proposals for upgrade or enhanced IT systems and evaluation existing system;
- Research, collate and submit relevant IT systems data;
- Improve and strengthen management and implementation of up-to-date monitoring and reporting processes.

## 8. CHALLENGES

- Compliance to existing laws and regulations,
- Maintain best business practices,
- Implementation of Branch strategies,
- NEC Directives and Decisions on Public Service matters,
- Stakeholder collaboration,
- Capacity building and teamwork,
- Budget and resourcing.



## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### 9.1 Qualifications

- A minimum of a Bachelor's Degree in Information Communication Technology, Spatial Information Services (GIS) from a recognized university.

### 9.2 Knowledge

- Familiar with ICT industry standards and practices,
- Thorough knowledge of the Government policy framework,
- Basic knowledge of ICT hardware and software applications,
- Knowledge of national development plans including MTDP II & II,
- Knowledge of relevant ICT Regulations and protocols.
- Must have experience in supporting a wide range of software systems, ICT hardware products and technical infrastructure and technologies, as well as other range of specialized applications;
- Advanced knowledge about Windows Server Environment and be well versed with managing Windows Sever and administering Active Directory Domain Services (AD DS); MCSE Certification will be an advantage;
- Well versed and knowledgeable with research systems, Internet and communication configurations, design and analysis.

### 9.3 Skills

- Demonstrated ability and experience in the development and administration of spatial information systems, applications and data base.
- Demonstrated ability to build relations with staff and clients,
- Ability to negotiate and reach understanding on mutual outcomes,
- Maintain good image of the Department,
- Ability to analyze researches and issues and report writing,
- Computer literacy and use of appropriate software application

### 9.4 Work Experience

- A minimum of three (3) years relevant work experience at the middle management level in key government agencies or private sector with a strong background in Information and Communication Technology.

## STATEMENT SIGNED BY OCCUPANT OF THIS POSITION

In accordance with General Orders 2.40, I, \_\_\_\_\_ do solemnly declare that I will abide by the terms and conditions outlined under this Job Description as an officer of the Public Service of Papua New Guinea and may be held accountable or penalized for any breach of the Revised General Orders 2012 during my term of employment.

Signed: \_\_\_\_\_