



CITY OF MUTARE

TOWN CLERK DEPARTMENT
GIS SECTION

VACANCY: GIS DATA COLLECTOR: GRADE 5x5

Applications are invited from suitably qualified, experienced, honest, self-motivated and task-oriented individuals to fill the above position that has arisen within the Town Clerk's Department. The successful candidate will report to the GIS Technician.

THE PERSON MINIMUM SPECIFICATION

- Certificate in Information Systems, Surveying, Engineering or equivalent.
- A National Diploma or Higher National Diploma in Geography, Surveying, Engineering will be an added advantage
- At least two (2) years of experience in a similar environment.
- Knowledge of GPS technology, data collection methodologies and basic GIS software applications
- Good communication skills

KEY RESULT AREAS

- Physically collecting geographic data using various tools such as GPS devices, tablets or specialised surveying equipment.
- Verifying the accuracy of existing GIS data
- Inputting collected data into GIS databases
- Performing quality control checks on geographic data
- Assisting in maintaining the GIS database
- Assisting the GIS Technicians and Specialists in ensuring that the data collected meets the analysis and mapping needs of Council
- Compilation of reports on the data collected.

Applicants should submit six (6) certified hard copies of academic and professional certificates and their CVs to the office of the **Town Clerk no later than 8 November 2024**. Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates.

“EQUAL EMPLOYMENT OPPORTUNITY”

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K.B CHAFESUKA
ACTING TOWN CLERK