



CITY OF MUTARE

TOWN CLERK DEPARTMENT
GIS DIVISION

VACANCY: GIS TECHNICIAN: GRADE 9

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 Analyst.

THE PERSON MINIMUM SPECIFICATION

- Higher National Diploma in Geographical Information Systems, Surveying or equivalent.
- Bachelor's Degree in Geographical Information Systems, Surveying, Geomatics, Computer Science, Engineering, or equivalent will be an added advantage.
- At least two (2) years of experience in a similar environment, of which one should be in a local authority or government setup.
- Proficiency in GIS software

KEY RESULT AREAS

- Collecting geographic data from a variety of sources such as maps, satellite imagery, aerial photographs, and GPS surveys.
- Digitize and geo-reference spatial data to ensure its accuracy and completeness.
- Analyze spatial data through mapping software and design digital maps with geographic data alongside various other datasets.
- Creating maps or other graphic representations of geographic data both digital and hard copy outputs that can be used for a wide range of applications within council.
- Ensure the databases are up-to-date and accurate.
- Assist other departments with GIS mapping and analysis needs.
- Performing quality control checks on geographic data to ensure the integrity of the information used in analysis and maps.
- Designing, developing, and administering standards and processes in support of the enterprise GIS data model and assigned projects.
- Documenting GIS databases (metadata), procedures, and business data interfaces to maintain a clear record of the GIS system's structure and usage within the council.
- Preparing reports on maps and analysing conducted for council.

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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