



TEMPORARY EMPLOYMENT OPPORTUNITY

(THREE MONTHS)

The Coastal Zone Management Authority and Institute (CZMAI) is seeking a dynamic and experienced individual for the post of TEMPORARY GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN.

Summary of Position:

- The GIS Technician is responsible for providing technical support to CZMAI's coastal and marine data management program in order to provide accessible information to guide planning and decision making for sustainable use and management of Belize's coastal resources.
- Particularly, the main responsibility of the GIS Technician will be to assist the Data Centre with GIS mapping and ground-truthing to determine the baseline for human use activities within the identified Planning Regions.

The GIS Technician will be supervised by, and will report directly to the GIS/Data Manager.

Primary Duties and Responsibilities:

1. Assist the Data Manager in the planning and implementation field activities to collect relevant data to inform data analysis and mapping;
2. Analyze spatial and non-spatial information on changes in human uses and ecosystems within the coastal zone;
3. Assist the Data Manager in the planning and implementation of project activities related to the data management program;
4. Assist the Data Manager with processing request for data, including preparation of Memorandum of Agreements for data sharing;
5. Update the Institute's databases on a periodic basis;
6. Liaise with other national, regional and international database centres for sharing of relevant coastal and marine data; and

7. Prepare maps and reports for CZMAI programs and public use.

Required Qualifications and Experience:

Qualifications

Minimum of an Associates Degree in Natural Resource Management, Environmental Science or other closely related field.

Skills & Experience

- Minimum of 2 years' experience with data processing and management, including development of spread sheets and geodatabases;
- Minimum of 2 years' experience with data collection for GIS-related projects and activities;
- Experience with basic Global Positioning System (GPS) use, functions and software;
- Knowledge and experience working with Open Data Kit (ODK) app;
- Demonstrates understanding of data management and digital map production;
- Demonstrates knowledge and experience with ESRI Arc Map software (10.2) including but not limited to, editing data, creating data, modifying geographic data and ESRI Toolsets;
- Demonstrates knowledge of ESRI ArcCatalog software (10.2) including but not limited to metadata functions;
- Demonstrates excellence in verbal and written communication skills;
- Proficiency with computers –MS Office 2010/2013;
- Must be a quick learner and exude a profound willingness to learn;
- Excellent organizational and time management skills; and
- Team player, flexible and ability to pay attention to detail.

Work Environment:

The GIS Technician will be based at the CZMAI office in Belize City.

Salary:

Salary will be based on qualifications and experience.

Submission of Application:

Qualified and interested persons should submit an application letter with accompanying resume including contact information for one Referee.

Incomplete applications or applications not meeting the requirements stated above will not be accepted.

Applications must be delivered in hard copy or sent electronically to the address below by **Thursday, March 9, 2016 at 5:00 p.m.**

Director
Coastal Zone Management Authority and Institute
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Belize City, Belize
E-mail: director@coastalzonebelize.org