

Job Description – GIS and Database Officer

OBJECTIVES

The GIS and Database Officer (GDO) will support the day-to-day activities related to the implementation of the Ruzizi III project activities including project land acquisition and Resettlement Action Plan (RAP) implementation.

REPORTING LINES AND RELATIONS

- Direct Report: Environmental and Social (E&S) Manager
- Internal: Project Director
- External: Peoples and organizations impacted by the implementation of the project (Landowner, land users, etc.) owners, contractors incl. consultants

MAIN DUTIES

The GDO will work in close liaison with the Project E&S Manager. The primary duties include the following:

1. Provide technical support on GIS and related matters;
2. Design, develop, customize, and maintain discipline specific GIS (maps, tables, etc.);
3. Undertake spatial analyses and create information products from the GIS related software and systems to meet census specific needs;
4. Review and make routine interpretations of data sources and use basic GIS software functions to enter, edit and update GIS spatial data, including points, lines and polygons, and attribute data into databases or layers, following standard procedures;
5. Provide quality control with regard to data capture, evaluation of data acquired from census data collectors and develop database;
6. Carry out research on standard source documents such as track maps, parcel maps, cadastral maps, legal descriptions, permits, as-built drawings and other records to verify the accuracy and completeness of data prior to input; uses standard scripts and queries to search for and correct missing, incomplete or inaccurate spatial and attribute data;
7. Assist in the preparation of base maps for the project features (reservoirs, power house, camps, roads, transmission lines) and undertake digitization, geo-referencing, ground verification, etc.;
8. Work closely with REL team in collating spatial and non-spatial information with respect to plot boundaries, network of basic infrastructure such as roads, drainage and water lines, transmissions lines etc.;
9. Provide support to REL staff, engineers, planners, and developers regarding GIS information, such as asset locations, reservoir information, and related needs;
10. Manage the project database and related information;
11. Any other task as assigned by the Project Director.

REPORTING

The GDO will report to the E&S Manager who will supervise his/her work and copy the Project Director.

On an output basis, the officer will be expected to submit: (i) a brief narrative/monthly report, outlining the work accomplished in delivering the specific monthly output; (ii) an outline of the work expected to be completed for the next deliverable/month; (iii) stakeholder consultation summaries at different levels (national and local); and, (iv) comments or recommendations relating to monitoring reports and progress of the implementation of the RAP activities.

DURATION AND NATURE OF APPOINTMENT

The appointment of the officer will be for a period of two years and is subject to extension, as needed. The officer will be based within the project area. Priority will be given to nationals originating from the 3 countries (Burundi, DRC and Rwanda). Women candidates are especially encouraged to apply.

COMPETENCIES / REQUIREMENTS

The GDO, preferably a citizen of one of the three Ruzizi III project countries, will be selected based on the following criteria:

- a) Advanced knowledge of ArcGIS
- b) Bachelor's degree or higher
- c) Knowledgeable in Geographical data management and utilization, familiarity with coordinate geometry, data conversion and validation, spatial analysis and visualization
- d) Proficiency with GIS software (ArcGIS and Quantum GIS)
- e) Knowledge about data processing, evaluation and organizing the collection, storage, usage of geographic data and visualization
- f) Ability to solve GIS-specific problems and convey GIS information to non-GIS people
- g) A min of 3 years' experience with 3 or more projects in applying GIS in similar or related areas
- h) Good interpersonal communication and coordination skills
- i) Ability to adhere to deadlines, Detail oriented and flexibility
- j) Fluent in English and French

To apply for this position, please send a cover letter and your resume to jobs@ruzizienergy.com no later than April 15, 2023.