

DIPALESENG MUNICIPALITY



INTERNAL/EXTERNAL ADVERTISEMENT

Department: Planning and Development
Position: Geographic Information System (GIS) Officer
Salary: R235 593. 00 — R258 859. 00
Level: 5

Minimum Requirements: Grade 12/Matric Certificate. National Diploma: Cartography/Geo-Informatics or equivalent. 2 years relevant experience in Geographic Information System field. Valid Driver's Licence (Code 08).

The successful incumbent will be subjected to vetting for criminal record clearance.

Skills and Knowledge: Computer Literacy, ESRI Software or equivalent, Good Communication, Planning, Organizing and Prioritizing skills.

Responsibilities: Assist the development of an operational plan for the GIS section by referring to the Integrated Development Plan and identifying operational objectives. Capturing and updating technical documentation and applying specific procedures and system tools from various applications and programmes. Undertaking spatial analysis using a wide variety of datasets. Collecting and presenting spatial data on request. Assisting the immediate supervisor with the compilation and establishment of procedures and project plans. Provide technical GIS support to the municipality and securing data safety by making daily backups of the GIS database. Drafting required manual and electronic reports to immediate superior for consideration. Monitoring progress of projects through conducting site inspections. Ordering up-to-date datasets from the Directorates to continuously update the GIS database. Coordinating integration of GIS Projects with information supplied by other Departments. Identifying and fixing inconsistencies, referring to specific sources of information and/or specifications and test the accuracy of the database/system. Support training of staff in the use of GIS application.

Dipaleseng Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from the designated groups are encouraged to apply.

*Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualification for the attention of Director Corporate Services, Private Bag X1005 Balfour 2410 or hand deliver applications at Dipaleseng Local Municipality Offices at Corner Themba Shozi and Johnny Mokoena Street, Balfour 2410 in application box at Reception, on or before **01 August 2019. NB***. No faxed or e-mailed applications will be considered. Administrative enquiries should be forwarded to Human Resources, **Thulani Mahlangu at 071 296 2092.***


MR. CT. MYEZA
ACTING MUNICIPAL MANAGER