



We invite all suitably qualified candidates to apply for the post of **GIS Specialist (MIS/ IT 5)**

**Salary Range: \$ 4,266,270- \$5,737,658 per annum.**

***Job Purpose***

To support the sustainable development of SEZ-designated areas and lands vested in the Authority.

***Strategic Focus***

- To identify and assess factors affecting land vested in the Authority and designated SEZ sites
- To support the effective and efficient design and execution of complex infrastructure development projects undertaken by the Authority, supported by the use of GIS data
- Provide support in contributing to the effectiveness of the quality management system.
- To provide assurance that risks associated with the TSI Unit are determined and addressed in line with the ISO Quality Management System.

***Qualifications & Experience***

- Undergraduate in Urban Planning/Design, Urban/Regional Studies, Environmental Management, and/or extensive experience in the field
- Minimum four (4) years of experience in a similar position at a local and/or international level
- Experience in GIS (Geographical Information System)

***Specific Knowledge & Skills***

- Expertise in application software, primarily Geographical Information System (GIS)
- Knowledge of PMBOK
- Experienced in the planning of infrastructural development projects
- Knowledge of applicable building regulations
- Full computer literacy and skill in the use of typical Microsoft Office products with particular skill in the use of MS Project

### ***Job duties and Responsibilities***

#### ***To identify and assess factors affecting land vested in the Authority and designated SEZ sites***

- Conduct field investigations, surveys, impact studies or other research in order to compile and analyze data on economic, social, regulatory and physical factors affecting land vested in the Authority
- Prepare graphic and narrative reports on land use data, including land area maps overlaid with geographic variables
- Develop and maintain appropriate GIS and other databases to support the planning function

#### ***To support the effective and efficient design and execution of complex infrastructure development projects undertaken by the Authority***

- Prepare comprehensive and integrated spatial and development area plan for lands vested in the Authority
- Provide technical input during the formulation of plans and the design of large pieces of infrastructure.

#### ***To Determine Risks and Opportunities within the Unit in relation to the Authority's Quality Management System***

- Prevent, or reduce undesired effects of the existing Quality Management System of the Authority.
- Achieve Improvement of the overall Quality Management System of the Authority through current knowledge, attitudes, and skill sets.
- Maintain a functional risk register to ensure the protection of the unit, in relation to the Authority's Quality Management System.

Applications accompanied by résumés should be submitted **no later than Wednesday, 4 December 2024 to:**

**Director, Human Resource Management & Development  
Special Economic Zone Authority  
13 Waterloo Road  
Kingston 10**

**Email:** [hrunit@jseza.com](mailto:hrunit@jseza.com)

**Please note that only shortlisted applicants will be contacted.**