BIHAR VIKAS MISSION
Job Description

1. General Information:	
Position Title:	**GIS Specialist**
Reports to:	**Principal Secretary – Urban Development & Housing Department**
Department:	**Bihar Vikas Mission**
Job Code:	

2. Organization Chart
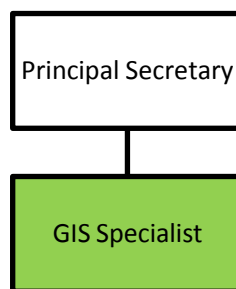
3. Key Accountabilities

GIS Development

- Liaise with Department officials and other users to define data needs, project requirements or required outputs
- Develop, maintain and update GIS databases as per requirements identified from Department, as required
- Develop and apply GIS analysis solutions to meet identified Department needs, as required
- Build and implement architecture for GIS in Department for regular GIS data updates and maintenance of the same to be used in GIS applications
- Facilitate design, development and testing of GIS-based applications, programmes and systems functionality, in coordination with external vendors, as required

GIS Mapping &Implementation

- Prepare GIS databases, maps, database reports and specialized queries in support of various tasks and projects assigned by Department
- Gather, analyze, and integrate spatial data from Department and other sources and determine how best the information can be displayed using GIS
- Compile geographic data from a variety of sources including censuses, surveys, field observation, satellite imagery, aerial photographs and existing maps
- Analyze spatial data for geographic statistics to incorporate into documents and reports
- Perform GIS analysis, modeling and reporting to support administration decision-making
- Support maintenance and enhancement of relevant Department GIS platform & web-based GIS solution, as required
- Provide quality control with regard to in-house data capture (data conversion), evaluation of data acquired from outside and database construction
- Serve as the GIS technical lead and point of contact on assigned Department projects / programs and address and troubleshoot user queries and issues

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Follow all relevant policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as and when required

4. Qualifications and Experience

Essential

- Bachelor's Degree in Planning / Urban Planning / Architecture / Geography / Computer Science (full time)
- Minimum 5 years of post-qualification experience with at least 3 years of experience in GIS mapping / GIS data creation

Preferred

- Less than 35 years[#] of age as on 1st January 2019
- Experience in application of GIS and remote sensing in urban and regional planning / town development schemes / comprehensive development plans
- Experience in preparation of base maps, spatial attribute data collection and vetting of maps
- Experience of working with state / central government organisations / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) on GIS projects
- Master's degree or higher (full time) in GIS and Remote Sensing/ Geoinformatics
- Demonstrable experience / Certifications / Courses in GIS and drafting software like ArcGIS / AutoCAD / ArcMap / ERDAS etc.

[#] Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 40 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 38 years

Age limit for General (Female) domicile / resident of Bihar – 38 years

5. Knowledge and Other Skills

- Good knowledge and understanding of urban local governance
- Good technical knowledge of latest GIS software and tools
- Understanding and implementation experience of SOA (Service oriented Architecture)
- Fluency in written and spoken English and Hindi