

## **SCHEME OF SERVICE**

<b><u>Organisation:</u></b>	Land Drainage Authority
<b><u>Post:</u></b>	Geographic Information System Database Officer
<b><u>Salary:</u></b>	<b>Rs 28,225 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62700 (LDA 8)</b>
<b><u>Qualifications:</u></b>	<p>A      A degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or any degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or Geographic Information System from a recognized institution <u>or</u> an equivalent qualification acceptable to the Board of the Land Drainage Authority.</p> <p>B.      Candidates should:</p> <ul style="list-style-type: none"><li>(i)      reckon at least 3 years' experience in the field of Geographic Information System (GIS) tools and their applications in diverse fields such as climate change vulnerability assessment;</li><li>(ii)     have knowledge of computer programming languages such as C++, python, JavaScript and standard language for relational database management systems such as Structured Query Language (SQL)</li><li>(iii)    possess knowledge of disaster risk reduction related matters such as hazard mapping, impact assessment of flooding, inundation and landslide as well as risk mitigation projects;</li><li>(iv)    operate both personal computers and work stations, working with Land Drainage Authority (LDA) staff to develop GIS and other database applications, and making recommendations concerning IT hardware and GIS software;</li><li>(v)    plan and organize various GIS and information systems related projects;</li><li>(vi)    work in a group of specialists and other stakeholders on diverse fields;</li><li>(vii)   have good analytical and writing skills with a track record of producing high quality written outputs and presenting them in public setting;</li></ul>

- (viii) possess good interpersonal and communication skills and be able to maintain effective working relationship with all stakeholders; and
- (ix) be computer literate.

Candidates should produce written evidence of experience/ knowledge claimed.

**NOTE:**

The GIS Database Officer need to stay abreast of emerging information system technologies applicable to LDA operations by following courses and training locally, online or abroad as recommended by the LDA Board.

**Duties:**

1. To be responsible to the Director or any other officer designated by him for the performance of the following duties-
  - (a) to administer geo-databases and coordinate with LDA technical Staff to create and maintain GIS data sets;
  - (b) To design and update GIS databases on various items such as flood prone areas, drainage infrastructure and past flood events;
  - (c) To collate information on flooding events and drainage infrastructure from various sources, and make graphic representations for technical reporting;
  - (d) to contribute in the production and regular update of vulnerability risks and hazards maps in relation to flooding;
  - (e) to perform GIS and other software installation and maintenance operations in hardware and software;
  - (f) to prepare specifications and bidding documents in relation to software and IT equipment maintenance;
  - (g) to solve data-related problems and ensure data integrity;
  - (h) to collaborate with GIS Consultants;
  - (i) to assist-
    - (a) in identifying IT needs and developing cost-effective recommendations; and
    - (b) in the inventory and mapping of all the existing natural and manmade drainage infrastructure;
  - (j) to provide training to LDA staff;

- (k) to prepare specifications and IT/GIS related technical inputs;
  - (l) to develop and maintain documentation of GIS projects;
  - (m) to participate actively in formulation of project proposals and implementation;
  - (n) to represent LDA in meetings and committees, whenever required; and
  - (o) to carry out site visits, as and when required.
2. To use ICT in the performance of his duties.
  3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the GIS Database Officer in the roles ascribed to him.

**CERTIFIED CORRECT**

**Officer- in Charge**