



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POSTS GIS DEVELOPMENT OFFICER IN THE MINES & MINERALS DEPARTMENT (CASE NO.13H2019)**

### **Main Responsibilities and Tasks**

1. Consult and liaise with representatives from industry, government and relevant associations to determine requirements for Information systems to support the Mining & extractive Industries.
2. Manage and supervise multi-disciplinary teams in the development of new and existing information systems.
3. Prepare and develop user standards, specifications and guidelines for existing new information systems.
4. Prepare and conduct training programs and presentations for and clients.
5. Contribute to. Reviews evaluations and continuous improvement of management information systems and procedures; analyses problems and provide advice as " required.
6. Assess and prepare documentation for the requirements of digital data supply to industry and other government agencies.
7. Determent Budgetary requirements for GIS system and provide long range planning related to GIS.
8. Designed GIS projects Methodology for assigned project to include the primary staff assistance in identifying needs and inquiring GIS products and services

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