RECRUITMENT ELIGIBILITY CRITERIA & TERMS OF REFERENCE OF GEOGRAPHIC INFORMATION SYSTEM (GIS) ANALYST

Duties and Responsibilities:

1. GIS data development including digitization, post data processing and map making.
2. Create, maintain and QA/QC geospatial data sets using ArcGIS.
3. Tabulation of attribute information of developed geographic features into standard/conventional relational databases.
4. Maintaining record of spatial data (meta-data) and its proper archiving.
5. Conduct field surveys for data collection (biophysical and geographic) as and when required.
6. Conduct and compile research data using both primary and secondary data sources.
7. Perform any other tasks assigned on need basis.
8. Operate GPS equipment and can develop land cover / land use classification and other thematic maps.
9. Develop land cover / land use maps by using basic and advance classification tools such as pixel, sub pixel and object based classifiers.
10. Carry out field surveys for data collection, as and when required.
11. Development of cartographic maps using existing GIS and RS data for routine requests.
12. Conduct GIS/GPS trainings to different officers and officials of the Department, as and when required.
13. Performs related duties as assigned
14. Create, maintain, and QA/QC geospatial data sets using ArcGIS,
15. Deliver data sets, metadata, and cartographic productions to clients,
16. Develop GIS training courses for the Government Departments and NGOs/CBOs working in the field of Environment and Conservation;
17. Participates and assists field staff in carrying out field visits/surveys for data collection (biophysical and geographic) ground truthing, as and when required;

Required Qualifications: BS (4 Years) / M.Sc in Space Sciences / GIS / Remote Sensing / Geomatics

Required Experience: A minimum of one year of experience in GIS operations. Candidate having experience in GIS operations related to Wildlife will be given preference. Maximum age limit is 35 years.

Language Requirements: Excellent communication skills. Speak, read and write English. Competence in any additional computer programming language would be an added benefit.

Other Relevant Requirement/Information: Competence in the advanced use of software packages such as ERDAS IMAGINE, Definiens/Ecognition Developer, ArcView, ArcInfo and ArcGIS. Capable of working effectively within a team. Ability to conduct independent field work.

RECRUITMENT ELIGIBILITY CRITERIA & TERMS OF REFERENCE OF REMOTE SENSING ANALYST

Duties and Responsibilities:

1. Identify suitable RS data and complete related documentation for its acquisition.
2. Process satellite and aerial image data into high quality digital image products using the latest technology and equipment.
3. Radiometric and geometric correction of Satellite and Aerial Imagery
4. Performs Processes associated with Block Triangulations, Orthomosaic Production, Extraction Digital Elevation Model through satellite data, Orthorectification and Feature Extraction.
5. Operate GPS equipment and can develop landcover / landuse classification and other thematic maps.
6. Develop land cover / land use maps by using basic and advance classification tools such as pixel, sub pixel and object based classifiers.
7. Carry out field surveys for data collection, as and when required
8. Development of cartographic maps using existing GIS and RS data for routine requests.
9. Conduct RS trainings to different officers and officials of the Department, as and when required.
10. Performs related duties as assigned

Required Qualifications: BS (4 Years) / M.Sc in Space Sciences / GIS / Remote Sensing / Geomatics

Required Experience: A minimum of one year of experience in Remote Sensing operations. Candidate having experience in remote sensing operations related to Wildlife will be given preference. Maximum age limit is 35-years.

Language Requirements: Excellent communication skills. Speak, read and write English. Competence in any additional computer programming language would be an added benefit.

Other Relevant Requirement/Information: Competence in the advanced use of software packages such as ERDAS IMAGINE, Definiens/Ecognition Developer, ArcView, ArcInfo and ArcGIS. Capable of working effectively within a team. Ability to conduct independent field work.

RECRUITMENT ELIGIBILITY CRITERIA & TERMS OF REFERENCE OF WEB GIS DEVELOPER / NETWORK ADMINISTRATOR

Duties and Responsibilities:

1. Technical co-ordination and support of GIS activities of the GIS Laboratory and nodes of Punjab Wildlife and Parks Department (PWPD).
2. Planning and development of the Web GIS data management tools and processes.
3. Preparation of online maps (with GeoServer) for data review and analysis as well as reporting.
4. Preparation of spatial data queries (with PostGIS database) for maps, graphs or tables.
5. Production of printable maps (with ArcGIS or similar software) for reporting.
6. Collection, compilation, or integration of external cartographic data as required for analysis or reporting needs.
7. Support the preparation of presentations and reports related to GIS activities of the PWPD GIS Lab.
8. GIS data development including digitization, post data processing and map making.
9. Maintaining record of spatial data (meta-data) and its proper archiving.
10. Conduct field surveys for data collection (biophysical and geographic) as and when required.
11. Conduct and compile research data using both primary and secondary data sources.
12. Maintain and troubleshoot the networking issue of main GIS Lab and its nodes.
13. Perform any other tasks assigned on need basis.

Required Qualifications: BS (4 Years) / M.Sc in Computer Science / GIS or GIS related field

Required Experience: A minimum of one year of experience in Web GIS, and other GIS operations. Maximum age limit is 35-years.

Language Requirements: Excellent communication skills. Speak, read and write English. Competence in any additional computer programming language would be an added benefit.

Other Relevant Requirement/Information: Competence in the advanced use of software packages such as ArcView, ArcInfo and ArcGIS, GeoServer, PostGIS, Openlayers, ASP.NET, Oracle databases, SQL, and GIS database design. Should have sound knowledge of network administration and related operations.

RECRUITMENT ELIGIBILITY CRITERIA & TOR(S) OF PROJECT MANAGEMENT UNIT SUPPORTING STAFF

ACCOUNTANT

Duties & Responsibilities

i. Prepare & maintain project bills and follow-up approval / sanctions with the relevant authority.
ii. Maintain and manage all record pertaining to project budgets and finances.
iii. Ensure budgetary and financial controls.
iv. Collect and compile expenditure reports from the field formations and follow-up actions with the quarters concerned.
v. Process billing and sanctions of bills with Accountant General office, State Bank and other relevant agencies.
vi. Prepare and process tenders / quotation documents for project procurements etc.
vii. Any other task assigned by the competent authority.

Qualification: 16-years Education in Commerce, Finance & Banking
Experience: 3-5 years experience in relevant areas
Age: Maximum 30-years

PERSONAL ASSISTANT CUM COMPUTER OPERATOR

Duties & Responsibilities

i. Assist the Project Director to dispose-off project interventions / dak.
ii. Maintain record of correspondences related to project activities.
iii. Prepare, compile and sort documents of the project's activities.
iv. Maintain log book or record of actions or tasks.

Qualification: 14-years Education BCS, BSC / I.T. or equivalent qualification
Experience: Proficient user of MS office, especially Word, Excel & Access and typing speed of 35 word / minute
Age: Maximum 30-years