

Government Of India  
Ministry of Environment, Forest & Climate Change  
Society of Integrated Coastal Management  
New Delhi

**Advertisement No. HR/2//2021-SICOM**

**Name of the Post: GIS CUM MIS Expert (on contractual basis).**

**1. BACKGROUND**

Society of Integrated Coastal Management (SICOM) has been established under the aegis of the Ministry of Environment, Forests and Climate Change, Government of India with a vision for vibrant, healthy, and resilient Coastal and Marine Environment for continuous and enhanced outflow benefits to the country and the coastal Community.

**2. OBJECTIVES OF ENGAGING GIS CUM MIS EXPERT**

The GIS cum MIS Expert at the National Project Management Unit (NPMU) would: -

- i. Manage all the aspects associated with the need for mapping and preparation and maintenance of Project Information System.
- ii. Provide support to develop Web-based MIS system for the project; to prepare and consolidate of periodical Project Progress Reports. (National and all SPMUs), updating of website of SICOM on regular basis.

**3. ROLES AND RESPONSIBILITIES**

The GIS cum MIS Expert at NPMU would manage all the GIS and MIS aspects associated with all projects in the National Component and guide all State / UTs, SPMUs on all aspects of GIS, RS, Data Centre, Mapping and Data collection, Data base management, MIS, baseline creation and monitoring and use and various associated aspects. Specific roles are as below:

- To Assist the Project team to set up the baseline and develop GIS based layers for baseline information.
- Develop GIS based monitoring systems for the Project to update project interventions;
- Co-ordinate with relevant Departments / licencing authorities to get required software, imageries and required licences and permits for mapping and data base maintenance, obtain existing databases, thematic layers and grid data for relevant areas and all associated activities and works
- Digitize/create new thematic layers, using scanned maps, satellite images and GIS data, in accordance with the structure and coding system defined by GIS unit
- Ensure a daily backup of all data managed by ENCORE /ICZMP
- Perform all other GIS-related activities useful for ENCORE / ICZMP
- Propose methodologies/initiatives to improve GIS capabilities of SICOM. This will include how to input, update and maintain GIS database (catalog, inventory, metadata creation, backup, linkages to other databases);

- Provide training to staff on GIS/MIS/data base creation and maintenance to SPMU/NPMU
- Develop and follow acceptable protocols for QA/QC
- Carry out supervision visits to SPMUs during the course of the project as required for developing their GIS / MIS systems and associated activities
- Ensure that all legal and regulatory provisions relevant to the GIS/MIS and data sourcing and management are satisfactorily met through the project processes.
- To design and develop database and analysing information to be used in reports and articles.
- To provide support to develop Web-based MIS system for the project and to prepare, consolidate of periodical Project Progress Reports. (National and all SPMUs)
- Develop real time integrated workflow-based systems that provide end-to-end monitoring and performance against key performance indicators of the project.
- Help development of annual work plan through provision of relevant data etc.
- Develop the overall framework for the annual work plan through provision of relevant data etc.
- Coordination of data entry and file uploads into system to be used on regular basis.
- Prepare reports on monitoring and evaluation findings, as required, working closely with financial staff and technical staff
- Coordinating activities of M&E, finance, mobilization and placement, training and MIS and ESMF.
- Consultant will be required to travel extensively as and when required.
- Perform any other related task assigned by the APD/Project Director or any other officer designated at SICOM

#### **4. COMPETENCIES:**

- Strong expertise and knowledge of GIS software.
- Familiarity in application in GIS for Regional Planning and Development.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written and oral communication skills, with analytical capacity and ability to synthesize relevant data and information;
- Excellent coordination skills and result oriented collaboration with colleagues;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.

#### **5. QUALIFICATION**

Master's degree in Computer Science, Geography, Surveying, Engineering or related field.

#### **6. EXPERIENCE**

- The GIS expert must have at least 5+ years of working experience in application of GIS to developmental planning/regional/urban planning
- The GIS Expert must be fully conversant with the National / State / Local regulatory requirements.
- Should have experience in MIS related activities.

- The expert must have preferably demonstrated sound technical expertise in international good practices in GIS/RS/MIS
- Proficiency in computer applications and all related software's, hardware's such as Arc Objects, and ArcSDE in a SQL Server environment, MapInfo GIS, ArcGIS packages, and other MS office applications, and also Open source GIS, preferable QGIS as well as with commercial GIS systems.
- Excellent written and oral communication skills in English, Communication Skills in Hindi as well; will be desirable.
- Experience in managing or developing databases including data collection, entry and maintenance is desirable.
- Ability to work efficiently and effectively in a multidisciplinary team. Good interpersonal skills and prior experience World Bank / other MFIs / Government of India would be an added advantage.

**7. EMOLUMENTS:**

The selected Expert will be paid a consolidated Salary of Rs.60, 000/- (Rupees Sixty thousand only) per month subject to statutory deduction as applicable from time to time.

**8. CONTRACT PERIOD:** - Initially for One year and further extension based on the performance and need and as per the administrative decision of SICOM.

**9. REIMBURSEMENT OF TRAVELLING EXPENSES:** - As per Travel Rules applicable to SICOM.

**10. GENERAL CONDITIONS:**

- Candidates applying for more than one post should submit separate applications for each post applied.
- Candidates will have to produce the proof for details furnished in their applications in original at the time of interview.
- Applications received after the last date and time, unsigned applications, applications without mentioning the post applied for and applications incomplete in any respect will be summarily rejected.
- Only Indian Nationals need apply.
- It may be noted that at any stage, it is found that an attempt has been made to willfully conceal or misrepresent the facts by the applicant, his/her candidature will be summarily rejected and or employment terminated.
- Applicants should submit their application in the prescribed format and clearly indicating the post applied for, in the envelope and send through **Speed Post only** to the following address to reach on or before 26.08.2021. Applications not received through Speed Post and by the stipulated last date will not be considered.

Additional Project Director  
Society of Integrated Coastal Management  
Ministry of Environment, Forests & Climate Change  
B-4 Wing, Ground Floor,  
Pt. Deendayal Antyoday Bhavan,  
CGO Complex, Lodi Road,  
New Delhi-11000

## Proforma for Application

1. Advertisement No.
2. Post Applied for
3. Photograph (to be affixed at the left top corner)
4. Name (in Block Letters)
5. Date of Birth (in dd/mm/yyyy format)
6. Nationality
7. Father's/Husband's Name
8. Gender
9. Permanent Address (Please attach self-attested copy of Aadhar Card)
10. Address for Correspondence
11. PAN No. (please attach self-attested copy of PAN Card)
12. Mobile No./E-mail ID.
13. Educational Qualification (from Secondary level along with self-attested copies of certificates/Degree) in ascending order as per format below:

Year	Course	Board/University/Institute	Subject	Marks in %age

14. Total experience directly relevant to the post applied for in the following format in months (Please attach self-attested copies of certificates)

Organization	Period (from-to)	Post(s) held	Nature of Work	CTC

15. Total employment(s) details in months in the following format in months (Please attach self-attested copies of certificates)

Organization	Period (from-to)	Post(s) held	Nature of Work	CTC

16. If selected, minimum time required to join the Post

17. **Declaration:**

I affirm that the information provided by me in the application is true and correct. I also fully agree that if at any stage it is found that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

(Signature of the applicant)

Place:

Date: