

TIMOR GAP, E.P.	ANALYSTS
	JOB DESCRIPTION
Position	: Database Analyst
Job Category	: P (Professional)
Location and Department	: Dili
Reporting Relationships	: Refer to Organization Chart of TIMOR GAP, E.P.
Position line reports to	: Manager GIS & Database
Position line reporting to it	: Refer to Organization Chart of TIMOR GAP, E.P.

1. ROLE SUMMARY

The primary function of this job is to perform analysis, database design, planning, organizing, implementation, maintenance and support for GIS applications; write programs to utilize GIS data technology to meet projects and TIMOR GAP E.P. needs through the development of a GIS Enterprise database to support all projects in accordance with the TIMOR GAP E.P.'s plan. Check and ensure the accuracy and results are achieved.

2. KEY OBJECTIVES

- 2.1. Conduct studies, gather and analyse data from various databases and resources.
- 2.2. Develop reports, summaries, recommendations, visual presentations and perform statistical programming.
- 2.3. Develop and/or maintain databases, consultation and support GIS applications at TIMOR GAP, E.P. using various statistical packages, summarize and interpret statistical results and implement improvement process.

3. PRINCIPAL RESPONSIBILITIES

- 3.1. Analyse, design, program, and implement GIS Database systems and related applications for project's needs and continue assist in the development of TIMOR GAP E.P. database system.
- 3.2. Create and run SQL scripts to conduct data analysis, accuracy validation, and maintenance and perform database fine tuning adjustments and database security.
- 3.3. Administer SQL databases including upgrades, backups/restores, data migration, export/import of data and database duplication for GIS databases development.
- 3.4. Operate and support the GIS system servers and operating systems.
- 3.5. Administer the release and distribution of GIS source data to all TIMOR GAP E.P. Partners.
- 3.6. Provide database support and provide assistance to GIS department to maximize the use of GIS database applications and other principles to improve productivity, data accuracy and reach the objective to have a better centralized GIS database, ensure database integrity and confidentiality of database that adheres to the TIMOR GAP E.P. business.
- 3.7. Generate reports and spatial data files of found data problems to be resolved and corrected;
- 3.8. Write an automate applications to find errors in the GIS database, to translate data from the GIS to other systems or from other systems into the GIS database;
- 3.9. Communicate and coordinate regularly with others appropriately to maximize the effectiveness and efficiency of interdepartmental operations and activities for TIMOR GAP E.P.'s business;
- 3.10. Any other duties as directed by the Database & GIS Manager and Director of Business of Development or Senior Management Team of TIMOR GAP, E.P.

4. QUALIFICATION, SKILLS, EXPERIENCES AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1. Bachelor's Degree in Computer Science or GIS Technology or related field; and at least (3) years' experience in analysis, design, program, maintenance and implementation of database applications, GIS databases, and application designs; or

any equivalent combination of experience and training achieved which provides the knowledge and abilities necessary to perform the work, and meets the requirements.

- 4.1.2. Administratively competent including liaising with department and/or agencies.
- 4.1.3. Good understanding of sensitivities in a multi-cultural working environment.
- 4.1.4. Ability to motivate and develop mutual respect in workgroup.
- 4.1.5. Have a good understanding of petroleum industry and able to articulate the aspiration of Timor-Leste people in petroleum sector.
- 4.1.6. Ability to communicate fluently and effectively in English and Tetum (written and verbal)
- 4.1.7. A high degree of self-motivation, ability to prioritise work and set targets.

4.2. Desirable

- 4.2.1. Ability to communicate in Portuguese and Indonesia languages;
- 4.2.2. A high degree of computer literacy and familiar in using software such as Microsoft Server, Microsoft Access, Database (SQL & Oracle), Microsoft Project, ArcGIS, ArcView, AutoCAD Map, etc.