



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR) of Assistant Manager (GIS & Remote Sensing)

1.0 Background

Palli Karma-Sahayak Foundation (PKSF), an apex development organization founded by the Government of Bangladesh, is mandated for poverty alleviation through sustainable employment generation by providing appropriate financing, skill training, and other necessary services. As a second-tier organization, PKSF implements all programs and projects through more than 200 of its Partner Organizations (POs) across the country. Extending diversified financial and non-financial services covering over 2 crores members using its and POs' digital network. As part of its digital transformation and data-driven decision-making initiatives, PKSF is strengthening its Geographic Information System (GIS) operations to enhance project monitoring, evaluation, and planning capabilities. This position plays a vital role in the management, analysis, and visualization of spatial data to support PKSF programs and projects across the country.

2.0 Name of the Position

Assistant Manager (GIS & Remote Sensing)

3.0 Duty Station

The incumbent will be stationed in Dhaka. Occasional field visits may be required as per organizational needs.

4.0 Employment Duration

This is a permanent position. The employment will be based on PKSF's organizational rules and regulations.

5.0 Responsibilities and Tasks

The Assistant Manager (GIS & Remote Sensing) will work under the Information Technology Department of PKSF and be responsible for the following tasks (not limited to):

- Planning, coordinating & implementing data collection, analysis and information dissemination in close collaboration with the relevant stakeholders.
- Implement and integrate geographic information systems (GIS) into applications, ensuring seamless data visualization, analysis, and geospatial querying capabilities.
- Integrate GIS outputs and spatial data visualizations directly into the PKSF Decision Support System (DSS) dashboards for enhanced monitoring and analysis.
- Prepare and develop analytical tools and reports for displacement trends, needs assessment and PKSF activities using the various program databases.
- Collect data and information to produce statistical reports, queries, and maps.
- Train and support staff on GIS-related requirements for data collection and management, surveys, assessments, and the maintenance of database systems.
- Data collection processes and data management activities, including data mapping, encoding, storing, processing, and analysis, specifically in relation to GIS & Remote Sensing.
- Identify and analyze existing GIS systems and structure capacities, availability of relevant datasets, and data and information gaps. Design effective solutions to meet GIS-related needs in an accurate and timely manner.



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

- i) Design, develop, and maintain systems required for geodatabases and other spatial data infrastructures for better information management, including data collection activities, data analysis and processing, and production of various types of information products.
- j) Identify gaps in GIS-related data and information relevant to the implementation of projects and contribute to the preparation of project proposals aiming to address such needs.
- k) Collect, process, and analyze spatial and non-spatial data using GIS and Remote Sensing tools.
- l) Working knowledge of the methods and techniques of geospatial data collection, cartography, and geographic representation of the methods and techniques of map research, compilation, drafting, editing, and reproduction; of SQL database querying; and the use of computers, printers, and plotters.
- m) Develop and maintain geospatial databases, ensuring data accuracy and integrity.
- n) Perform spatial analysis, including terrain modeling, land use/land cover (LULC) analysis, and change detection.
- o) Generate maps, reports, and visualizations to support project requirements.
- p) Develop interactive geo-dashboards that link spatial data with program KPIs in the DSS environment.
- q) Report to the Head of IT in all matters related to GIS and Remote Sensing work.
- r) Any other task and duty assigned by the authority.

6.0 Academic Qualification

- a. Candidate must have a Bachelor's degree in Information Management/Urban & Regional Planning (URP)/Computer Science/Computer Science & Engineering/Geographic Information Systems/Geography/Civil Engineering from a recognized university.
- b. Candidate must have at least two First Divisions/Classes or equivalent CGPA in academic career.
- c. Having 3rd Division/Class or equivalent CGPA in any examination will incur ineligibility.
- d. First Class will be determined based on the candidate's regular degree (considering the first three degrees only).

7.0 Experience & Required Skills

- i. Mandatory Experience and Required Competencies of the Candidate:
 - a. Minimum 2 years of professional experience in GIS, Remote Sensing, or Geospatial Data Analysis.
 - b. Experience in Web GIS, Dashboard creation (ArcGIS Online, Power BI, or Tableau), and geospatial API integration (atleast 2 webapps or dashboard).
 - c. Experience in image classification, photogrammetry, and remote sensing.
 - d. Experience implementing & administering Enterprise/Web GIS platform (e.g., ArcGIS Enterprise suite).
 - e. Proficiency in Desktop GIS software such as ArcGIS Pro, QGIS, MapInfo Professional, etc. with data management, spatial analysis, GIS mapping.
 - f. Skilled in managing spatial databases (PostgreSQL/PostGIS, MS SQL Server, or Oracle Spatial) for storing and querying spatial data.
- ii. Preference will be given to candidates with experience in:
 - a. Knowledge of scripting languages such as Python (ArcPy), R, or JavaScript for automating GIS tasks.
 - b. Strong background in ArcGIS Enterprise, QGIS, Google Earth Pro, MapInfo Professional, Drone Data Processing & Photogrammetry, Remote Sensing & Image Analysis, 3D Modeling & LiDAR Processing.



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

- c. Skill in interpreting surveyed plats, cadastral, topographic, transportation, and zoning maps, as well as aerial photo interpretation skills desirable.
- d. Familiarity with OGC standards (WMS, WFS, WMTS) and open-source GIS ecosystems.
- e. Proficiency in ENVI, ERDAS Imagine, or similar tools for satellite and aerial imagery processing.
- f. Familiarity with Windows and Linux servers and system administration, including database tuning and security best practices.
- g. Familiarity with Hyper-V and/or VMware for setting up virtual server environments, resource allocation, and high availability.
- h. Experience in designing geospatial APIs or data exchange for decision-support and monitoring systems will be given preference.

8.0 Age Limit

Maximum 32 years on the last date of application

9.0 Salary and Allowances

Basic pay under PKSF's Pay Structure 2018 is **Tk. 51,000/- (Fifty-One Thousand)**. Apart from this, 60% of the basic salary as house rent allowance, medical allowance and benefits, gratuity, provident fund, Conveyance allowance, festival allowance, group insurance, education allowance for children, house building loan, encashment of earned leave and other benefits will be provided as per PKSF policies.

PKSF is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all of its positions in a manner that does not unlawfully discriminate against any person because of their specific identities, such as race, religion, gender, physical or mental disability, or any other status or characteristics protected by the laws of the country.
