CIRCULAR No. 275   **3rd November, 2020**
OSC Ref. C. 5850[12]

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Web Developer/Programmer (MIS/IT 5)** in the **Information and Communication Technology Branch, Ministry of Economic Growth and Job Creation**, salary range $1,856,491- $2,206,784 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Systems Development & Programming Manager (MIS/IT 6), the Web Developer/Programmer (MIS/IT 5) is responsible for designing, developing and implementing software solutions to enable the different Units/Departments and users in the Ministry to carry out their functions effectively and efficiently; and maintaining and designing the contents of the Ministry's Website and Intranet to ensure currency and accuracy.

Key Responsibilities

- Participates in the development and implementation of Network-Wide Web Base Software solutions for use in the Ministry;
- Programmes and updates the Ministry's Intranet and Website;
- Performs upgrades and modifications to existing software systems to reflect changing user requirements and technology in a dynamic environment;
- Performs user requirement needs to guide software development;
- Develops programmme flow logic diagram to guide software development;
- Codes and tests software solutions on software development platform used in house;
- Rolls out custom Cloud Software to users;
- Trains users in the use of Custom and Commercial Software;
- Researches and tests commercial software of interest to the Ministry and makes recommendations to supervisor;
- Manages the day-to-day operations of the Ministry's Website and Intranet, including updates, maintenance, and ongoing development;
- Oversees and co-ordinates content management and user experience and creates and maintains a consistent Website architectural structure;
- Maintains accurate documentation of all custom developed software solutions including source codes and programme logic flow diagram;
- Finds, diagnoses, and fixes Website problems, including broken links (both internal and external), typographical errors, and formatting inconsistencies;
- Proposes and implements system enhancements that will improve the performance and reliability of systems, Website usability and functionality;
- Documents software changes to reflect modification, upgrades etc.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Problem solving skills
- Teamwork and co-operation
- Initiative
- Technical skills
- Quick learner and working knowledge of software design, development and implementation on a network platform
- Working knowledge of the development and use of Client/Server applications.
- Good Knowledge of the Windows 2003/2008 network platform
- Good knowledge of SQL Server, VB 6, C-Sharp, PHP, SharePoint, Photo Shop and .NET (or later versions) platforms
- Good knowledge of Programming concept and practice
- Working knowledge of Open Source Platforms and solutions

- Ability to communicate with and understand the requirements of professional staff in area of specialty
- Ability to code program from program logic diagram
- Good software documentation skills
- Knowledge of current technological developments/trends in area of expertise.

Minimum Required Qualification and Experience

- Bachelor's degree or equivalent in ICT with emphasis on **Software Development.**

- Two (2) years of experience in related field.

Specify licensing or certification necessary for the job

- Professional certification (**MCSD, MCPD**) in software development is highly desirable.

Special Conditions Associated with the Job

- The incumbent will be required to travel island-wide.

Applications accompanied by résumés should be submitted **no later than Monday, 16th November, 2020 to:**

> **Senior Director**
> **Human Resource Management & Development**
> **Ministry of Economic Growth & Job Creation**
> **The Towers, 7th Floor**
> **25 Dominica Drive**
> **Kingston 5.**

> **Email: human.resources@megjc.gov.jm**

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

Merle I. Tam (Mrs.)
for Chief Personnel Officer