



## Office of the Services Commissions

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### **CIRCULAR No. 488** **OSC Ref. C. 5850<sup>14</sup>**

9<sup>th</sup> November, 2022

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 **System Development and Programming Manager (MIS/IT 6)**, in the **Information and Communication Technology Branch, Ministry of Economic Growth and Job Creation**, salary range \$2,138,484 - \$2,541,986 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

To design, develop and implement software solutions to enable the different Units/Divisions and users in the Ministry to carry out their functions effectively and efficiently.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Manages the staff of the Section to ensure that support is available to staff throughout working hours;
- Contributes to the preparation of the Division's Strategic Plan, Budget and other administrative functions;
- Participates as a member of the Management Team in planning, problem resolution, and reviewing section performance;
- Provides guidance to the Director, Information and Communication Technology and managers on matters relating to software development and acquisition;
- Represents the Organization at meetings, conferences and other functions related to ICT;
- Deputizes in the absence of the Director, Information and Communication Technology.

##### ***Technical/Professional:***

- Designs, develops and implements software solutions for use in the Ministry;
- Evaluates the Ministry's software solutions against established Industry benchmarks for performance, security, stability, user-friendliness, etc. and plans and implements improvements to the systems where necessary;
- Plans and implements upgrades and modifications to existing systems to accommodate changing user needs and technology in a dynamic environment;
- Evolves the existing software systems application in various areas;
- Translates business requirements into maintainable, robust and efficient software systems;
- Leads the conducting of Unit testing and integration testing for functionality and limits;
- Develops Systems Specifications/Requirements and Documents for the new and current software applications;
- Conducts fact-finding and analysis to provide input to requirements and participate in the development of a design system;
- Prepares high-quality detailed system design specifications from a conceptual design such as the result of programme efforts produced by the system specified by user requirement;
- Conducts research into new software packages/platforms/systems and makes recommendations to the ICT Director;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Standardizes the development of software solutions on a bankable, easy to support and maintain platform;
- Communicates proactively and collaborates with external and internal customers to analyze information needs and functional requirements and deliver various documents as needed: (functional requirements, business requirements documents), use cases, GUI, screen and Interface designs);

- Develops and maintains accurate documentation of all custom-developed software solutions including source codes and programme logic flow diagrams;
- Documents software changes to reflect modification, upgrades etc.

***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Contributes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on the role of Division/Unit for the Orientation Programme;
- Performs any other job-related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Knowledge and expertise to design, develop and implement network-wide software solutions
- Good Knowledge of the Windows 2003/2008 network platform
- Expert knowledge of SQL Server, VB 6, PHP, C-Sharp and .NET platforms
- Working knowledge of Open-Source Platforms and solutions
- Ability to evaluate and assess IT solutions for technical merit, cost-effectiveness and business application
- Ability to communicate with and understand the requirements of professional staff in an area of specialty
- Knowledge of current technological developments/trends in the area of expertise
- Excellent oral and written communication skills
- Excellent problem-solving skills
- Good people management skills
- Ability to work in a team
- Ability to exercise initiative

**Minimum Required Qualification and Experience**

- Bachelor's Degree or Equivalent in Information Technology with emphasis on Software Development;
- Three (3) years of experience in a related field;
- Professional certification (MCSD, MCDBA) in software development is highly desirable.

Applications accompanied by résumés should be submitted **no later than Tuesday, 22<sup>nd</sup> November, 2022 to:**

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

Email: [human.resources@megjc.gov.jm](mailto: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**