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(CENTRAL GOVERNMENT)
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CIRCULAR No. 119   **10th March, 2023**
OSC Ref. C. 4664[16]

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 **Senior Programmer (MIS/IT 5)** in the **Accountant General's Department (AGD)**, salary range $3,332,803 – $4,482,249 per annum.

Job Purpose

Reporting to the Manager Systems Operations, the Senior Programmer guides the development of programme specifications and oversees testing efforts in support of the development and maintenance of the Government Financial Management Information System (GFMS) and other application systems. The incumbent is the technical lead in the daily implementation of application/services development projects, preparation of detailed programme specifications, programming and testing tasks that require specialist knowledge and/or experience.

Summary of the broad purpose of the position in relation to Government's goals and strategies to:
- To design, develop and implement software programmes to meet the AGDs' operational requirements
- To manage and maintain the development of all IT systems including but not limited to application development, and web development
- To critically review all programmes prior to implementation to verify consistency and conformity with established Industry Standards
- To perform acceptance testing and program implementation for assigned systems and/or projects
- To analyse problems in regard to technical system and application programmes, documents findings and propose problem resolution alternatives and also assist in the resolution of these problems
- To provide support for the requisite training programmes of the AGD and other MDAs on the GFMS, CTMS, and other IT systems and portals deployed by the GOJ.

Key Responsibilities

Technical:
- Plans programming projects by confirming programmes objective(s) and specifications;
- Develops system and programming specifications and flowcharts; researching and utilizing Industry best standards;
- Conducts application testing exercises to confirm that the system works as per specifications and the needs of the business;
- Prepares training and end user documentation;
- Identifies work process improvements and recommends new technologies;
- Ensures the programming modification and installation of application software packages;
- Evaluates and modifies existing programmes to accommodate changes in system requirements;
- Assists in determining the causes of computer operation/system malfunction;
- Resolves and troubleshoots problems and complex issues - investigates and provides solution(s);
- Oversees the planning, developing, securing and implementing of websites, including the integration of databases into websites;
- Designs, develops, test, and implement systems, sub-systems and programmes;
- Provides appropriate documentation for each programme, e.g. documenting system and application functions, processes flows, data flows, etc.;
- Co-ordinates and supports technical staff, operations and vendors;
- Performs application and system tests and fixes bugs;
- Reviews designs for maintainability, scalability and efficiency;
- Defines and effects corrective measures for errors and omissions identified;

- Ensures re-work of project tasks, which do not conform to prescribed systems, development standards and functional requirements;
- Prepares System Conversion Plans;
- Specifies procedures and controls that will ensure the integrity of the conversion process;
- Assists in the data conversion process;
- Ensures best qualitative practices are integrated in the design and development aspects of all programmes;
- Prepares reports as required;
- Signs Job Description and Individual Work Plans.

Strategic Leadership:
- Implements and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the Unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and Department;
- Supports the Director Information Technology to deliver the Division's Operational Plan in an accurate and timely manner; participates in the establishment of the strategic and tactical goals, policies, and procedures for the Unit;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Meets or exceeds performance targets;
- Deputizes for the Manager, Systems Operations as and when required;
- Leads in the smooth and efficient operation of the Unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Establishes internal control processes required to manage and grow the Unit.

Human Resource Management:
- Ensures direct reports have sufficient and appropriate resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competencies gaps and collaborates with the Manager Training and Development to develop and implement staff development and Succession Plans for the unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety policies; and mitigates and minimizes workplace hazards;
- Monitors the performance of direct reports and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Performa any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Good customer focus skills
- Results Focus
- Integrity
- Good knowledge of Information Technology Principles
- Good knowledge of Legislations, Policies and Procedures
- Good leadership skill
- High emotional intelligence
- Good Performance Management skills
- Thorough understanding of structured programming principles, system analysis techniques, system design, industry standard testing principles, system implementation, user training and follow-up
- Thorough understanding of multiple platform function including Servers, Personal Computers and workstations, to include operating systems, utilities, shared and peer function

- A deep understanding of the interdependent relationship between infrastructure, information security and the applications/services they enable as well as the criticality of maintaining strong connections between the respective teams within IT
- Excellent understanding of multi-disciplinary nature of IT solutions
- Ability to see the "big picture" across such areas as private and public hosted infrastructure and services, identity management, security, telecommunications, enterprise storage, end user experience and training/education
- Sound understanding of project management principles and their application to Infrastructure Projects and Teams

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or equivalent;
- Expertise in Software Design, Software Debugging, Software Development Fundamentals, Software Documentation, Software Testing, Software Maintenance, Software Algorithm Design, Software Performance Tuning and Software Architecture;
- Technical proficiency in relevant languages and development tools including ASP .NET, C++, C# SQL, etc., and a working knowledge of Windows and Unix;
  Four (4) years' experience as a System/Programmer Analyst or other relevant post and at least one (1) year in a supervisory position.

Specific Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Thursday, 23rd March, 2023 to:**

> **Director**
> **Human Resource Management and Development**
> **Accountant General's Department**
> **Ministry of Finance and the Public Service Complex**
> **30 National Heroes Circle**
> **Kingston 4**

> **Email: careers@treasury.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