CIRCULAR No. 197   **4th May, 2023**
OSC Ref. C.6528[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 following **vacant** posts in the **eGov Jamaica Limited:**

1. **Senior Planning Analyst (Level 8)**, salary range $5.59 million – $7.52 million per annum and any allowance(s) attached to the post.

2. **Senior Programmer Analyst (Level 8)**, salary range $5.59 million – $7.52 million per annum and any allowance(s) attached to the post.

1. **Senior Planning Analyst (Level 8)**

Job Purpose

Under the supervision of the Director of Finance, Planning and Enterprise Procurement, the Senior Planning Analyst is required to perform the following:
- Assists with conducting eGovernment and ICT research and general environmental scans to chart the strategic direction of the company;
- Assists with the development of products and services that will provide Government to Government, Government to Business and Government to Citizens services;
- Assists with the organization of strategic review sessions;
- Utilizes the Performance Management and Evaluation System (PMES) of the Government to assist with the development of the Strategic and Operational Plans, ensure alignment of the Operational Plan with the Work Plans as well as manage, monitor and evaluate the Corporate Strategic and Operational Plans periodically;
- Assists with the preparation of the Department Work Plan;
- Assists with the preparation of the Corporate Plan and Budget;
- Reviews, analyzes and produces expenditure statements for respective programmes;
- Co-ordinates and leads the production of the Annual Report;
- Produces and reports to the Board of Directors and other key stakeholders as required.

Key Responsibilities

Administrative:
- Participates in meetings, workshops, conferences and others for strategic planning and performance management issues as required;
- Represents the company at meetings, conferences, workshops etc. as required;
- Verifies that all contracts, financial transactions and monetary arrangements conducted on behalf of the Organization adhere to Corporate policies, are checked, verified, certified and authorized appropriately;
- Informs the Direcitor of operational progress, risks, issues, major setbacks, resource constraints and significant deviations from agreed objectives/targets/actions;
- Co-ordinates assigned work processes within the Department and with external Departments/Divisions. Prepares Weekly, Monthly, Quarterly and Annual Reports for the Director and CEO.

Technical/Professional:
- Conducts eGovernment and ICT research and general environmental scans to chart the strategic direction of the Company and assist with the development of products and services;
- Supports the GOJ ICT Innovation Think Tank by gathering and analyzing customer and product requirements;
- Liaises with the parent Ministry's Corporate Planning Unit, Cabinet Office and the Ministry of Finance and the Public Service in respect of the company's Corporate Plan;

- Facilitates collaboration with the Executive Management in the preparation of integrated Corporate Plans and Programmes in accordance with Government directives, priorities and the Company's Mandate;
- Manages, monitors and evaluates the Corporate Strategic and Operational Plans periodically;
- Analyzes financial, operational and other statistical data required to facilitate the preparation and review of Strategic/Operational Plans and Budgets;
- Co-ordinates Performance Review Meetings;
- Assists with preparation of the Department Work Plan;
- Provides technical support to assist with the preparation of the Corporate Budget;
- Reviews, analyzes and produces expenditure statements for respective programmes;
- Leads the design and preparation of the Company's Annual Reports;
- Provides information to relevant stakeholders for speeches, reports, briefs;
- Reviews reports to the Board of Directors and other key stakeholders as required;
- Prepares ad hoc reports;
- Provides comments and contributes to requests from other Ministries and stakeholders;
- Performs any other related job enrichment duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Good analytical skills
- Good planning and organizing skills
- Ability to manage external relationships
- High level of integrity
- Goal and result oriented

Technical:
- Strategic Planning
- Corporate (Strategic and operational) planning
- Financial analysis
- Research and data analysis techniques
- Good problem-solving and decision-making
- Consultative competencies in guiding communication approaches in support of executive leaders and business strategy
- IT Industry domain

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration, Public Administration or Management Information Systems (MIS);
- Certification in Strategic and Corporate Planning;
- Five (5) years hands-on experience in Corporate and Operational Planning, and Programme monitoring and evaluation;
- Three (3) years' experience preparing Corporate Plans and Budgets;
- Experience working with cross-functional teams at different levels.

2. Senior Programmer Analyst (Level 8)

Job Purpose

The Senior Programmer Analyst will be the technical lead in the daily implementation of software development projects. He/she will be responsible for preparing detailed programme specifications, providing technical guidance to assist with the development of Junior Team Members as well as undertake programming and testing tasks that will require specialist knowledge and/or experience.

Key Responsibilities

Technical:
- Develops application functions in accordance with specifications;
- Develops programming specifications;

- Documents application functions;
- Performs formal and informal walkthroughs;
- Develops test data;
- Tests programmes and systems;
- Defines and effecting corrective measures for errors and omissions identified;
- Undertakes re-work of project tasks, which do not conform to prescribed systems development standards and functional requirements;
- Drafts Project Implementation Plan;
- Estimates the effort required to undertake tasks;
- Prepares System Conversion Plans (where necessary);
- Specifies procedures and controls that will ensure the integrity of the conversion process;
- Assists client in the data conversion process;
- Provides guidance to junior members of staff in standard and procedures and in the resolution of problems;
- Investigates and provides solution to clients' production problems as directed.

Teamwork
- Builds and maintains strong relationships with all internal Departments;
- Works as part of a team to achieve the group and departmental standards;
- Works together with other Departments and Divisions within the Organization to identify any process improvements and improve standards, efficiency and profitability.

Knowledge:
- Ensures good level of understanding and knowledge of software development principles and best practices, ensuring that customers' information needs can be timely, accurately and appropriately addressed by the Department;
- Takes responsibility for own personal development in line with agreed Annual Performance objectives;
- Listens and supports colleagues and team members with professional problems, devoting time to impart expertise, infusing confidence and expressing positive expectations regarding the Team's and Company's performance.

Required Knowledge, Skills and Competencies

Core:
- Excellent oral and written communication skills
- Methodical, results oriented, time-sensitive and highly motivated
- Keen eye for details and the ability to exercise initiative
- Team player
- Good interpersonal skills
- Good planning and organizing skills
- Goal and result oriented
- Ability to use own initiative
- Teamwork and co-operation
- Good analysis skills
- Customer and quality focus
- Compliance

Technical:
- Software development languages
- Analyzing information
- Software design
- Software debugging
- Software development fundamentals
- Software testing
- Software algorithm design
- Software documentation
- Software performance tuning
- Strong analytical skills with the ability to formulate and conceptualize solutions

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Engineering or equivalent from a recognized tertiary institution;

- Five (5) years' application development experience, inclusive of three (3) years in a similar position;
- Experience in the conceptualization, design, specification, development and implementation of automated solutions to meet business needs;
- Experience in object-oriented analysis and design techniques;
- Knowledge and experience in Java and C# and general web-based development tools;
- Experience developing applications using Java Enterprise Edition (JEE) and/or Microsoft .Net technologies. Familiar with agile software development methodologies such as SCRUM;
- Knowledgeable about agile engineering practices such as XP, TDD and Continuous Integration and Delivery;
- Experience working with a Continuous Integration Server;
- Working knowledge of Version Control Systems; preferably Git;
- Experience writing automated unit tests using a Unit Testing Framework.

Applications accompanied by résumés should be submitted **no later than Wednesday, 17th May, 2023 to:**

        Director,
        Human Resource Management and Administration
        eGov Jamaica Limited
        P.O Box 407
        Kingston 6

        Email: recruitment@egovja.com

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