



Ministry of
Education & Youth

ICO 24 - 44

CAREER OPPORTUNITIES

INFORMATION & COMMUNICATION TECHNOLOGY (ICT) DIVISION

JOB TITLE : SOFTWARE DEVELOPER (MIS/IT 6) - VACANT
BUSINESS AND APPLICATION DEVELOPMENT

JOB PURPOSE

Under the general direction of the Manager Business & Application Development, the incumbent is to design, develop, implement, modify and maintain computer software and software systems to enhance the ICT operations of the Ministry and Agencies. The incumbent is also responsible for providing training, information and advice in respect of new or existing software solutions.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Computer Science or equivalent qualifications;
- Professional certification in relevant information technology areas from a recognized institution;
- Three (3) years' experience in programming and systems analysis.

REMUNERATION PACKAGE:

Salary Scale: Pay Band 9: \$5,198,035.00 - \$6,990,779.00 per annum





MINISTRY OF EDUCATION, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION (Present)

JOB TITLE:	Software Developer
JOB GRADE:	MIS/IT6
POST NUMBER:	
DIVISION:	Information and Communication Technology
SECTION:	Business and Application Development
REPORTS TO:	Manager , Business & Application Development
MANAGES:	N/A

Strategic Objectives of the Direction & Administration Division:

Job Purpose

Under the general direction of the Manager Business & Application Development, the incumbent is to design, develop, implement, modify and maintain computer software and software systems to enhance the ICT operations of the Ministry and Agencies. The incumbent is also responsible for providing training, information and advice in respect of new or existing software solutions.

Key Outputs:

- Software systems designed, developed, implemented, maintained and upgraded/modified;
- Computer programmes developed and off the shelf software packages implemented;
- Programming codes developed to link software products and platforms;
- Web applications and Web enabling interfaces developed;
- Software requirements ascertained and performance issues with existing software resolved;
- Software technical specifications developed;
- Software industry standards and trends and their possible effects identified and communicated;
- Training programmes identified or conducted/facilitated for users;
- User support provided;
- Systems documentation maintained;
- Reports on activities prepared;

- Annual work Plan prepared.

Key Responsibility Areas:

Technical / Professional Responsibilities

- Designs, develops and implements software systems and, using computer tools, languages and structured programming methodologies, creates computer programs, in accordance with the Ministry's software development policies and procedures to enhance ICT operations;
- Implements the installation of Off the Shelf (commercial) software packages and develops familiarity with all aspects of the packages (procedures and source codes) where necessary;
- Ensures the compatibility of existing software products and platforms and creates codes to link them where necessary;
- Collaborates on the creation of Web applications and Web enabling interfaces for other software;
- Liaises with all departments to ascertain specific software requirements and their level of satisfaction with the performance of existing software solutions; resolves identified issues where possible;
- Ensures the timely and efficient maintenance of software systems;
- Plans and implements upgrades and modifications to existing systems to accommodate changing user needs and technology in a dynamic environment;
- Develops technical specifications for software based on user and organizational requirements;
- Keeps abreast of changes in software industry standards and trends, inclusive of, version upgrades, known problems or limitations, new tools, etc.; communicates findings and advises the Manager Technical Support of their potential impact on the efficiency and effectiveness of the Ministry's operations;
- Conducts research into new software packages/platforms/systems as required;
- Assists with the identification of training requirements for various types and levels of computer users; conducts and/or facilitates training as necessary;
- Provides support to users of the Ministry's software applications;
- Ensures that documentation for all computer systems is up to date and reflects all enhancements/changes and modifications to various aspects of the systems.

Administrative Responsibilities

- Makes recommendations to the Manager Technical Support on improvements in the processes/functions within the Unit in order to enhance efficiency;
- Prepares reports on activities at required intervals.

Other

- Performs other related functions assigned from time to time by the Manager, Business & Application Development.

Performance Standards:

- Software systems are designed, developed and implemented in accordance with industry standards,

- Users are satisfied with the performance of software/applications/programs that are purchased or developed
- Software requirements are ascertained and performance issues with existing software are resolved in a timely manner
- Software systems are maintained in accordance with set standards
- Software systems upgrades/modifications meet user requirements
- Developed software technical specifications accurately reflect user/organizational requirements
- Software industry standards and their trends and possible effects are identified and communicated in a timely manner
- Accurate and timely information is gathered on new software packages/platforms/systems
- Training programmes identified or conducted/facilitated are suitable and helpful
- User issues are resolved in a prompt and courteous manner
- Systems documentation is complete, accurate and up-to-date
- Recommended improvements to the Unit are sound
- Reports on activities are prepared in an accurate and timely manner

Internal and External Contacts (specify purpose of significant contacts):

Contacts within the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Staff of the Ministry	Providing software user support services and training

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Information Technology Professionals	Providing/obtaining information in regards to ICT issues
Local and International IT Consultants	Providing support in regards to ICT services provided to the Ministry
Software Products and Services Providers	Acquiring software products and related services

Required Competencies:

Core

- Good analytical and problem solving skills
- Sound judgment exercised
- Good oral and written communication skills
- Good interpersonal skills
- Good time management skills
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Ability to work as part of a team
- Ability to manage multiple tasks simultaneously and achieve targets under tight deadlines
- Attention to details

Technical

- Sound knowledge of .NET, PHP, SQL Server and C or C++ or JAVA,
- Sound knowledge of programming in the MS Windows operating system environment,
- Sound knowledge of Web enabled application development,
- Sound knowledge of industry software trends and standards,
- Sound knowledge of MS Office applications,
- Good knowledge of flowcharting and flowcharting software tools,
- Good knowledge of technical writing,
- Good knowledge of the Jamaican education system.

Minimum Required Education and Experience

- Bachelor's Degree in Computer Science or equivalent qualifications;
- Professional certification in relevant information technology areas from a recognized institution;
- Three (3) years' experience in programming and systems analysis.

Authority To:

- Recommend software solutions that may be employed to solve data processing problems.

Specific Conditions Associated with the Job

- Required to travel to Regional Offices, Agencies and emerging entities within the education sector island wide;
- Required to possess a valid Driver's Licence and a reliable motor vehicle.