

OFFICE OF THE PRIME MINISTER

Acting Opportunity

The Office of the Prime Minister is inviting applications from suitably qualified persons to fill the position of **Programmer/Analyst (MIS/IT 5) (Not Vacant)** in the **Information, Communication and Technology (ICT) Unit**. Salary range **\$4,266,270 - \$5,737,658** per annum.

Job Summary

Under the general direction of the Manager, Management Information Systems, the Programmer/Analyst is responsible for analyzing processes and workflows within the various Divisions, Departments and Units of the Ministry in order to realize increase efficiency and productivity through process improvement and or re-engineering. Utilize targeted ICT solutions to simplify and automate standard procedural work, the Programmer/Analyst is also responsible for the provision of user support.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Analyze workflows in the various divisions and units of the Ministry and recommend to process improvements leading to productivity and efficiency gains;
- Identify options for potential solutions and assess for both technical and business suitability;
- Recommend systems, commercial or custom to increase productivity and efficiency;
- Prepare cost-benefit and return-on-investment analyses to aid in decisions on system implementation;
- Develop business requirement documents for proposed systems through close collaboration with users and developers;
- Work closely with developers and end-users to ensure technical compatibility and user satisfaction with systems during development
- Develop, document and revise system design procedures, test procedures, and quality standards;
- Configures and maintains network communications equipment;
- Configures, installs and maintains domain servers;
- Develops systems including the generation of programming codes and database construction;
- Implements data backup and recovery procedures and general systems maintenance schedules;
- Monitors desktop computer systems (hardware/software) to determine compliance with the operating environment standards;
- Analyses and rectifies problems (hardware and software) reported by users,
- Assists with the development and implementation of policies, procedures and standards for Information Technology functions and programmes.

Required Knowledge/Skills/Competencies

- Excellent oral and written communication skills
- Excellent problem solving and analytical skills
- Excellent planning and organizing skills
- Excellent interpersonal skills
- Excellent Customer and Quality Focus
- Ability to work in a team
- Initiative
- Results oriented
- Self-motivated with the ability to prioritize, meet deadlines, and manage changing priorities
- Relational database development and maintenance
- Microsoft SQL Server 2012 or higher
- Knowledge of a broad range of relevant multi user computer systems and applications
- Knowledge of current technological developmental trends in area of expertise
- Sound knowledge of Networking technology and Systems Analysis
- Extensive knowledge of systems analysis tools, methods and practices
- Knowledge of process improvement options and methodologies

- Ability to translate between technical and non-technical staff
- Good project management skills in an information systems environment
- Background in systems development with emphasis on client/server systems
- Knowledge of software development life cycle
- Good understanding of database design and database systems
- Understanding of computer networks and hardware components
- Working knowledge of Microsoft Office Suite, Visio, and Microsoft Project.

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution.
 - Two to three (2-3) years' experience in related field.
- or**
- Diploma in Computer Studies or equivalent, plus three (3) years' experience in related area.

Applications accompanied by résumé should be submitted **no later than Monday, December 16, 2024** to:

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10.

Email: jobs@opm.gov.jm

Further details of the post may be obtained from the Office of the Prime Minister's website www.opm.gov.jm.

We thank you all for responding, however, only short-listed applicants will be contacted.