



Memorandum

To: All Members of Staff
From: Andrea Livingstone (Mrs.)
Director, Human Resource Management & Development
Date: July 12, 2021
Subject: CAREER OPPORTUNITY - INFORMATION & COMMUNICATION
TECHNOLOGY DIVISION

Applications are invited from suitably qualified candidates to fill the following positions within the **INFORMATION & COMMUNICATION TECHNOLOGY DIVISION**, at the National Land Agency.

SENIOR APPLICATION DEVELOPER (2 VACANT POSITIONS)

Job Purpose

Under the general direction of the Manager, Information Services, the Senior Application Developer is responsible for the improvement of internal processes through software implementation, diagnostic and maintenance strategies and create programs used by business professionals.

Key Outputs

- Policies, procedures and objectives implemented
- Performance appraisals conducted
- Reports developed
- Training delivered
- Application developed
- Application availability maintained
- Writing and testing of specifications coordinated
- Technologies recommended and solutions designed
- Technical plans developed
- Procedural manuals developed

Key Responsibilities:

Management/Administrative Responsibilities

- Assists with the development of the Branch's operational objectives and budget
- Ensures the implementation of objectives and assesses results
- Ensures employees comply with policies and procedures of the Unit
- Prepares reports on the status and progress of the unit
- Conducts performance appraisal in accordance with established guidelines
- Provides leadership through example and the sharing of knowledge and skills
- Liaises with vendors in respect of system's support and maintenance
- Assists with the design and delivery of technical training programmes
- Makes recommendations to Manager on matters relating to data management and conversion

Technical /Professional Responsibilities

- Assume technical responsibility for all stages of the software development process to ensure compliance with application development standards and achievement of documented requirements

- Utilize technical expertise in the requirements analysis phase to ensure the solution is both fit for purpose and fit for use
- Design and execute acceptance testing to improve the quality and reduce operational risk of the developed application
- Provide on-going 3rd level support of developed applications to reduce the impact of application defects and related incidents
- Coordinates information systems projects from planning through to implementation and adaptation
- Ensures the development and maintenance of manuals, procedures and other documentation required for the operations of the support team
- Assists in developing tactical plans that support agency-wide strategies for application integration and business data relationships
- Recommends commercially available information technologies or designs customized solutions to satisfy business needs
- Leads/assists with projects and initiatives with a focus on meeting strategic business objectives
- Coordinates with business unit and technical staff on the defining, writing and testing of technical and functional specifications
- Resolves end-user problems or issues regarding business applications and provides application administrative support
- Coordinates the installation of application patches, releases and enhancements on development, test, disaster recovery and production systems
- Reviews existing procedures and updates as is necessary to improve the effectiveness of the operations.
- Develops documents and maintains procedures for production and quality control of system data
- Develops user-friendly tools that aids in the management of data

Other Responsibilities

- Keeps abreast of trends and developments in information technology and recommends their incorporation where appropriate
- Performs other related duties assigned from time to time by the Manager.

Performance Indicators

- Results are constantly assessed against objectives to ascertain weaknesses and strengths and strategies developed for improvement
- Policies are understood and followed by majority of staff
- Reports are complete, accurate and submitted on time
- Performance appraisals submitted as agreed with appropriate recommendation
- Staff are knowledgeable, competent and productive
- All technical and user documents are current
- Proper installation and maintenance of all application updates and patches
- Maintenance of business process workflows
- Maintenance of user and technical manuals
- User issues and problems are dealt with quickly and satisfactorily

Required Competencies/Skills

The post-holder should be able to demonstrate:

- Excellent technical, interpersonal and customer relationship skills
- Strong technical documentation, problem solving and analytical skills
- Good communication skills
- Good planning and organizing skills
- Ability to thrive in a team-based environment
- Ability to establish business requirements documents as well as testing plans and training plans and materials
- Software programming skills ideally in various languages
- Use of software development standards, structured development environments and methodologies

- Knowledge of relational database architectures, query languages, interfaces, data warehouse concepts, service oriented architecture concepts, reporting tools and standard programming environments
- Working knowledge of Microsoft Office Tools
- Understanding of business processes
- Excellent business modeling skills
- Ability to conduct structured interviews to gather process and system information
- Working knowledge of client server concepts.

Minimum Required Qualifications and Experience

- Undergraduate degree in Computer Studies or equivalent qualification
- At least three (3) years' experience in developing and maintaining business applications of which one (1) year must be in a supervisory management role
- Knowledge of several programming languages, such as JavaScript, Java, Python, HTML, Visual Studio.net, PHP etc.

Remuneration Package: Salary Range: \$2,517,298.00 - \$2,683,863.00 p.a.

Full Upkeep: \$ 894,924.00 p.a. (with motor vehicle)

A letter of Application accompanied by a *Résumé* should be submitted no later than **July 23, 2021** to jobapplications@nla.gov.jm for the attention of:

**The Director, Human Resource Management & Development
National Land Agency
8 Ardenne Road
Kingston 10**

[We appreciate all responses but only short-listed applicants will be contacted.](#)