JOB **DESCRIPTION**

Job Title: Programmer/Webmaster

Job Grade/Level: MIS/IT 4

1. STRATEGIC OBJECTIVE:

The Information and Technology Division is responsible for providing support to the Treasury in all areas of operations, facilitating the modernization of fiscal processes through the use of better methods and techniques, and cutting edge information technology. The work of this division improves the acquisition, allocation, utilisation and conservation of public financial resources using automated, integrated, effective, efficient and cost effective information systems.

The Division is responsible for the development and maintenance of the Government's Integrated Financial Management Information System (GIFMIS). It is also responsible for training the AGD's staff as well as staff of the MOFPS and other Ministries, Departments and Agencies (MDAs) in the use and functions of the relevant IT systems, guided by recognized standards and formal policy.

The Division is also responsible for the implementation and maintenance of the AGD's Records Management System (RMS) as part of the overall management system, based on records management principles, to facilitate the management of the AGD's records to meet the AGD's information needs, stakeholders' information expectations, and statutory and fiscal requirements regarding records.

2. JOB PURPOSE:

Reporting to the Senior Programmer, the Programmer/Webmaster is responsible for maintaining the Treasury's website and developing computer programs to support Treasury operations. The incumbent is responsible for designing, coding, maintaining and modifying the Treasury's website, from layout to function and according to required specifications. The incumbent ensures a visually appealing site with user-friendly design and clear navigation.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To keep websites and computer programs operating properly;
- To assist in the launch of new programs to meet the emerging needs of the Treasury;
- To write instructions that enable the implementation of web or software programs;
- To repair, modify and update existing programs;
- To test the website, providing support and performing maintenance tasks such as repairing bugs and errors, as well as developing workarounds;
- To consult with end users to gather new or additional application requirements;
- To create new, or update existing web system design and workflow documents, and develop or enhance applications using a variety of languages, tools and techniques.

3. KEY OUTPUTS

- Relevant technical advice;
- Software programs meet the Treasury's operational requirements;
- Web based customer service platform developed and implemented;
- Website maintained;
- Systems designs produced;
- Functional Design Produced;
- Unit test plans produced;
- Test Data Developed;
- High Quality application/services solutions produced;
- Inputs to standards development submitted.

4. KEY RESPONSIBILITIES

Technical

- Designs website, design data-driven applications, and find efficient client-server solutions as required;
- Creates technical aspects of website - website layout/user interface by using standard HTML/CSS practices;
- Creates and maintains the structure of websites (extranet, intranet and internet versions) databases for optimal performance;
- Maintains, expands, and upgrades the website:
    - Collects text documents and images;
    - Oversees production and implementation;
    - Adds HTML extensions such as animations and surveys;
    - Organizes content;
- Writes well designed, testable, efficient code by using best software development practices;
- Supports existing infrastructure;

- Maintains existing web applications;
- Integrates data from various back-end services and databases, and other information systems using web development software;
- Designs and implements user-driven templates, databases and interfaces;
- Establishes virtual directories and virtual servers as required;
- Gathers and refines specifications and requirements based on technical needs;
- Creates and maintains software documentation;
- Tests web applications units and systems;
- Develops external web portals;
- Builds applications and services for the Web;
- Tests applications on various browsers and modify if necessary;
- Researches and applies emerging technologies/industry trends into operations and activities;
- Develops graphic design;
- Collaborates with web designers to match visual design intent;
- Ensures a user friendly environment by providing the relevant menus, features and creation of icons as is appropriate;
- Secures the website from hacking and viruses;
- Produces a consistent visual image on the website by promoting uniformity in fonts, formatting, and images;
- Ensures the timeliness, usefulness, accuracy and completeness of all information provided for the websites;
- Liaises with Public Relations Officer and other team members as necessary for the gathering of information for the website;
- Creates in-house training materials as well as multimedia designs and presentations;
- Assists in the training of users of web-based applications (intranet and internet versions) application system software.
- Any other related duty that may be assigned from time to time.

5. **KEY PERFORMANCE INDICATORS**

The job is successfully performed when:

- Website maintained using best practice technology, interfaces and portals;
- Web based customer service platform developed and implemented incorporating popular social media and mobile friendly platforms;
- Adequate technical advice is provided;
- Excellent customer service provided in keeping with Customer Service Charter;
- Programming standards are met by following production, productivity, quality, and customer-service standards; identifying work process improvements; implementing new technology;
- Training initiatives implemented as required;
- Software documentation is created and maintained.

6. JOB SPECIFICATION:

a. Qualification and Training

Essential:

- A Bachelor's Degree in Information Technology or Computer Science or its equivalent from an accredited tertiary institution.
- Technical proficiency in relevant languages and development tools including ASP .NET, PHP, HTML, JavaScript, SQL, etc.

b. Experience and Knowledge

- At least Two (2) years' experience as a Web Programmer OR related experience in application and website development.
- Extensive experience in web programming.
- In-depth knowledge of modern HTML/CSS.
- Broad knowledge of computer programming languages and familiarity with at least one of the following: PHP, ASP.NET, JavaScript.
- Working knowledge of Windows and Unix.

c. Competencies

The following competencies are required for the effective performance of this job:

- 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 Mini-Computers, Personal Computers and workstations, to include operating system, utilities, shared and peer function.
- Strong programming skills
- A solid understanding of how web applications work including security, session management, and best development practices.
- Strong grasp of security principles and how they apply to E-Commerce applications.
- Strong understanding of UI, cross-browser compatibility.
- Adequate knowledge of web application development.
- 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 and big data opportunities, end user experience, and training/education.
- Sound understanding of project management principles and their application to Infrastructure projects and teams.
- **Analytical Thinking, Decision Making, and Problem Solving**: The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Managing the Client Interface :** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.
- **Collaboration and Team Work**: The ability to be a collaborative business leader, and an inspiring IT professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Ability to work effectively under pressure**
- **Interpersonal skills**: The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.
- **Performance Management**: The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner.
- **Leadership and Team Building**: The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example.
- **Strategic Vision**: The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks.
- **Strategic Planning**: The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals.
- **Change Management**: The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns.
- **Emotional Intelligence**: Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment.
- **Integrity**: The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice,

and show consistency between established values and behaviors, in order to build trust and credibility.

- **Oral and Written Communication**:   The ability to communicate proficiently orally, in writing, and in one- on- ones face- to- face, with excellent public speaking skills.

7. CIAL CONDITIONS ASSOCIATED WITH THE JOB

Physical Demands - Pressured working conditions with numerous critical deadlines.

Work Environment - Normal office conditions