



Government of the Republic of Trinidad and Tobago

MINISTRY OF FINANCE

Information Communications Technology Division

Notice of Vacancy

The Permanent Secretary, Ministry of Finance is inviting applications from suitably qualified persons to fill the contract position of Information Technology (IT) Analyst/Programmer for a period of three (3) years

INFORMATION TECHNOLOGY (IT) ANALYST/PROGRAMMER – 2 Positions

JOB SUMMARY:

The incumbent is required provides general business analysis and programming support services to the Ministry/Department. Duties include: analysis of the required data to meet the information needs of stakeholders; assisting with the analysis and design of all software applications; providing programming support for the development of software applications; supporting the maintenance of all software applications; and supervision of Technical and Support Staff as required.

MAIN DUTIES AND RESPONSIBILITIES:

- Applies appropriate analytical techniques to electronic data to support the reporting and operational information needs of the Ministry/Department's users.
- Supports the development and implementation of the Ministry/Department's software applications, in particular the analysis and development process and the monitoring of costs, timescale, and resources utilised.
- Investigates operational requirements and problems, and identifies opportunities for improvements in the functions and processes of the Ministry/Department; and assists users in defining acceptance tests.
- Obtains requirements from key stakeholders of the Ministry/Department, and confirms alignment with defined business objectives; and documents and prioritises these requirements in accordance with defined standards and practices.
- Provides general assistance with the design of information systems of the Ministry/Department, and documents all outputs using defined standards, methods and tools.

- Provides general assistance with the development, programming, testing, and correction of the software applications of the Ministry/Department using agreed standards and tools.
- Reviews requirements and specification; develops software tests, including test cases and test scripts; and assists with the execution of the complete testing of new or amended information systems, for all areas of the Ministry/Department.
- Assists with the implementation of software releases, including stakeholder coordination and activity documentation, for all application software.
- Identifies and resolves issues with software applications, utilising agreed procedures and carries out agreed applications maintenance tasks.
- Supervises technical and support staff engaged in performing duties related to particular specialisation.
Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of software development and maintenance processes.
- Knowledge of project management tools and techniques.
- Some knowledge of the tools and techniques required for the management and control of ICT within a government based or business organisation.
- Some knowledge of relevant Public Service rules and regulations, instructions and procedures.
- Ability to supervise technical and support staff.
- Ability to think creatively and to develop and maintain software applications.
- Ability to communicate effectively both orally and in writing.
- Ability to promote teamwork.
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to interact positively with members of the public and external stakeholders.

EXPERIENCE AND TRAINING:

- Minimum of three (3) years' experience performing at a technical level, including at least eighteen (18) months' experience in the analysis, programming, development and maintenance of software applications.
- Training as evidenced by the possession of a recognized Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.

Terms and conditions of employment on contract are in accordance with Personnel Department Circular Memorandum No. 1 of 2015 dated October 16, 2015.

Interested persons should forward their applications and Curriculum Vitae no later than **Friday February 23 , 2018**, to:

The Permanent Secretary, Ministry of Finance

**Attention: Director of Human Resources
Ministry of Finance
Level 7
Eric Williams Financial Complex
Independence Square, Port of Spain**

We thank all applicants for their interest and advise that only suitably qualified candidates will be contacted.