Government of Trinidad and Tobago

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: INFORMATION TECHNOLOGY (IT) ANALYST/PROGRAMMER

JOB SUMMARY:

The incumbent is required to provide 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; and supporting the maintenance of all software applications; and supervision of Technical and Support Staff as required.

REPORTS TO:	Senior Information Systems Specialist or designated officer
SUPERVISION GIVEN TO:	Technical and Support Staff

DUTIES AND RESPONSIBILITIES:

- Supports the development and implementation of software applications of the Ministry/Department, in particular the analysis and development process and the monitoring of projects.
- 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.
- 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 modified information systems, for all areas of the Ministry/Department.
- Assists with the design of information systems of the Ministry/Department, and documents all outputs using defined standards, methods and tools.
- Assists with the development, programming, testing, and correction of the software applications of the Ministry/Department using agreed standards and tools.
- Assists with the implementation of software releases, including stakeholder coordination and activity documentation, for all application software.
- Identifies and resolves issues with software applications, in accordance with agreed procedures and carries out agreed applications maintenance tasks.
- Analyses electronic data to support the reporting and operational information needs of the users in the Ministry/Department.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:	- Knowledge of software development and maintenance processes. - Knowledge of project management tools and techniques. - Some knowledge of the principles, tools and techniques required for the management and control of ICT within an organisation.

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SKILLS AND ABILITIES:	- Ability to think creatively and to develop and maintain software applications. - Ability to communicate effectively both orally and in writing. - Ability to operate as part of a team. - Ability to establish and maintain effective working relationships with colleagues. - Ability to interact positively with members of the public and external stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of three (3) years' experience in an area of ICT, 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 recognised Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.