

Job Title: INFORMATION TECHNOLOGY (IT) ANALYST PROGRAMMER

Description

The incumbent is required to provide general business analysis and programming support services to the Ministry. 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.

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.

Key and Critical Responsibilities

- Supports the development and implementation of software applications of the Ministry, 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; and assists users in defining acceptance tests.
- Obtains requirements from key stakeholders of the Ministry, 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.
- Assists with the design of information systems of the Ministry, 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 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.
- Performs other related duties as assigned.

Key Competency

- 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
 - 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
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