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12th January, 2018

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Senior Programmer (MIS/IT 5) – (Not Vacant)**, in the **Accountant General's Department (AGD)**, salary range \$1,587,379 – \$1,886,895 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Manager Systems Operations, the Senior Programmer, in support of the development and maintenance of the Government's Integrated Financial Management Information System (GIFMIS) and other enterprise wide systems, guides the development of program specifications and oversees testing efforts. The incumbent is the technical lead in the daily implementation of application/services development projects, preparation of detailed program specifications and undertaking system, programming and testing tasks that require specialist knowledge and/or experience.

Key Responsibilities

Technical:

- Plans programming projects by confirming program objective(s) and specifications;
- Develops system and programming specifications by confirming logical sequence and flowcharts; researches and employs established operations;
- Verifies program operation by confirming tests;
- Prepares user instruction programs to guide computer operators;
- Identifies work process improvements and implements new technology;
- Ensures the installation and programming modification of application software packages;
- Evaluates and modifies existing programs to accommodate changes in system requirements;
- Ensures the preparation of data for display on other media (Internet, Intranet, laptops, etc.);
- Assists in determining the causes of computer operation malfunction;
- Resolves and troubleshoots problems and complex issues - Investigates and provides solution;
- Oversees the planning, developing, securing and implementing of websites, including the integration of databases into websites;
- Develops and implements programs, designs and codes;
- Designs and develops systems, sub-systems and programs;
- Provides appropriate documentation for each program, e.g. documenting system and application functions;
- Co-ordinates and supports technical staff, operations and vendors;
- Performs unit tests and fixes bugs;
- Tunes up design for maintainability, scalability and efficiency;
- Defines and effects corrective measures for errors and omissions identified;
- Ensures re-work of project tasks, which do not conform to prescribed systems, development standards and functional requirements;
- Prepares system conversion plans (where necessary);
- Specifies procedures and controls that will ensure the integrity of the conversion process;
- Assists in the data conversion process;
- Integrates best qualitative practices in design and development aspects of programs.

Strategic Leadership:

- Implements and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the Unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and Department;

- Supports the Director Information Technology to deliver the Division's Operational Plan in an accurate and timely manner - Participates in the establishment of the strategic and tactical goals, policies, and procedures for the Unit;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Meets or exceeds performance targets;
- Deputizes for the Manager, Systems Operations as and when required.

As Unit Head:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff, based on the Corporate Strategic Plan;
- Leads in the smooth and efficient operation of the Unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit performance targets.

Human Resource Management:

- Ensures that the Unit's staff has sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competency gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety policies; and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures that welfare issues of Unit Staff are clearly identified and addressed.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **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.
- **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.
- **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-one face-to-face, with excellent public speaking skills.
- 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
- 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, end user experience, and training/education
- Sound understanding of Project Management Principles and their application to Infrastructure projects and teams
- Expertise in Software Design, Software Debugging, Software Development Fundamentals, Software Documentation, Software Testing, Software Maintenance, Software Algorithm Design, Software Performance Tuning, Software Architecture, Coaching
- Technical proficiency in relevant languages and development tools including ASP .NET, C++, SQL, etc., and a working knowledge of Windows and Unix;

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or equivalent;
- At least six (6) years' experience as a System/ Programmer Analyst or other relevant post with at least two (2) years in a supervisory position.

Special Conditions Associated with the Job

- Required to travel locally (position requires up to 40% travel);
- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Thursday, 25th January, 2018 to:**

**Director, Human Resource Management
Accountant General's Department
2-4 Church Street
Kingston**

Email: cecielia.wilson@treasury.gov.jm

Please note that only short listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**