



THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the posts of

PROGRAMMER/ANALYST (MIS/IT 4)

Job Purpose

The incumbent is accountable for the development and enhancement of the Commissions' Internal Software Repository; testing and transference into the production environment of all new and/or modified programs while aiding in the design, implementation and maintenance of new systems or modification of existing systems in furtherance of the Commissions' Mission, Vision and Major Targets.

Core Functions

- Gathers and analyses data on hardware and software to complete or enhance development projects.
- Assesses the operations of the organization and makes recommendations for IT solutions.
- Develops specification of functional systems and designs requirements; providing for data flow actions and decisions involved
- Co-ordinates the development of test problems and conditions to ensure the adequacy of all manual and automated processes included in the system
- Advises and works with users to resolve specific problems or make changes in programmes, computer applications, capabilities, and alternative programming approaches.
- Ensures that proper documentation is done for each project undertaken.
- Ensures that all software applications are functional, properly secured and archived
- Develops alternate approaches and analyses the pros and cons of each.
- Performs required testing, installation and conversion of systems.
- Ensures adherence to established practices and standards.

Required Knowledge, Skills and Abilities

- Technical proficiency in using programming languages.
- Excellent knowledge and skills in development of databases and queries using Relational Database Management System such as MS-SQL Server and MYSQL
- Possess excellent knowledge in Crystal Reports and Business Intelligence tools
- Familiarity with Networking, Operating Systems.
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Good interpersonal skills and customer service skills
- Ability to work on own initiative
- Sound technical skills
- Excellent analytical and problem-solving skills
- High level of Integrity

Minimum Required Qualification and Experience

- Undergraduate Degree in Computer Science, Information Technology or equivalent qualifications from a recognized tertiary institution
- At least three (3) years' experience in a similar position within a comparable size organization.

**Applicants must own or operate a reliable motor vehicle.
Applications should be submitted by Friday June 24, 2022 to:**

The Director, Human Resource Management

P.O. Box 671, G.P.O.

Kingston

Email: hr@ej.com.jm

Salary is within the approved government scale.

We thank all applicants for their interest but only shortlisted candidates will be contacted.