



## Ministry of National Security

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### CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

#### **APPLICATIONS MANAGER (MIS/IT 7) INFORMATION COMMUNICATION TECHNOLOGY SERVICES BRANCH**

**SALARY SCALE: \$2,622,489.00– \$3,117,316.00**

**TRAVELLING ALLOWANCE: \$894,924.00 PER ANNUM WITH MOTOR VEHICLE;  
\$362,472.00 PER ANNUM WITHOUT MOTOR VEHICLE:**

#### **JOB PURPOSE:**

The incumbent is responsible for the envisioning, developing, enhancing and implementing of innovative custom web and mobile application solutions in accordance with the requirements of the Ministry of National Security and its Agencies.

**The duties and responsibilities include but are not limited to the following:**

#### **KEY RESPONSIBILITIES:**

**To coordinate the acquisition or development, implementation and maintenance of information applications in accordance with the requirements of the various divisions / units.**

- Conducting fact-finding and analysis exercises with users of all levels in the relevant division / unit.
- Reviewing current business processes and relevant documentation.
- Identifying functional system / subsystem requirements, processes or components.
- Drafting and finalizing requirements definition manuals.
- Developing the conceptual design of the application to reflect / support user requirements.
- Defining application system input, output, interfaces and processing requirements to describe the data processing environment and to make recommendations regarding the technology to be employed.
- Conducting formal and informal walkthroughs.
- Contributing to the detailed design process by providing clarification on issues as required.
- Assisting in the development of conversion, training and implementation plans.
- Assisting in developing user and technical manuals.
- Supervising the program development, testing, and training of users, implementation and evaluation of applications.
- Periodically reviewing own and supervised work product(s) to identify opportunities for improvement.
- Participating in peer and team review of projects and taking action on suggestions or recommendations emerging from review process.
- Ensuring currency with established policies, standards and methodologies with respect to work being performed
- Developing new modules.
- Enhancing existing modules and / or database structures.
- Developing or reviewing specifications for application software to be acquired.
- Developing Requests for Proposals.
- Evaluating proposals / applications to determine the most suitable option.
- Making recommendations to Director regarding proposed selection of software solution.
- Keeping abreast of current developments and industry changes in application software environment.
- Defining and executing training requirements.
- Conducting or facilitating delivery of training.

**To support more effective approaches to verbal and written communications.**

Designs and develops corporate websites and intranets by:

- Conducting interviews with key personnel to determine the requirements.
- Developing the conceptual and physical designs that reflect the requirements of the Ministry and its Agencies and the national standards.
- Coordinating the compilation of content for the websites and intranets.
- Ensuring that websites and intranets are maintained and kept current.
- Conducting demonstrations of the products.
- Liaising with members of the End User Support and Infrastructure Services concerning the implementation and on-going maintenance of the websites and intranets.

**To coordinate, develop and implement the standards and procedures necessary to create the proper framework for the development and maintenance of information applications, websites and intranets.**

- Defines and / or informs of standards and procedures for applications to be developed or acquired by the Ministry.
- Defines and / or informs of standards and procedures for websites and intranets.
- Keeps abreast of trends and developments in standards and procedures for automated application, website and intranet development.

**MINIMUM QUALIFICATION AND EXPERIENCE:**

- BSc. in Computer Science, Computer Engineering or the equivalent from a recognize institution.
- At least four (4) years' experience as a Programmer / Analyst with two (2) years at a supervisory level.
- Training in Supervisory Management.

**SPECIFIC KNOWLEDGE, SKILLS & ABILITIES**

- Excellent oral communication skills
- Excellent written communication skills
- Good problem solving and decision making skills
- Strong customer and quality focus skills
- Good critical thinking skills
- Good planning and organizing skills
- Good leadership skills
- Good teamwork and cooperation skills
- Good interpersonal skills
- Excellent report writing skills
- High standard of integrity and compliance

**Technical**

- Project management
- Proficient with HTML and CSS, coupled with proficiency with Linux operating system
- Proficient with one or more of the following; PHP, Python, C# or Java
- Prior exposure to at least one software development framework such as Laraval, Code Igniter, Net, Spring
- Demonstrated experience with at least one or more of the following: Bootstrap, Vue, Angular or React
- Proficient in the writing and understanding of complex SQL statements
- Experience in mobile application development will be advantageous

Interested persons should forward their applications and résumés **NO LATER THAN Friday, June 24, 2022** to the: -

Director, Human Resource Management & Administration  
Human Resource Management & Administration Branch  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Applications Manager (MIS/IT 7)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted**