



Ministry of National Security

CAREER OPPORTUNITY

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

WEBMASTER (MIS/IT 5) - VACANT **INFORMATION COMMUNICATION TECHNOLOGY SERVICES BRANCH**

SALARY SCALE: \$1,930,750.00 – \$2,295,055.00 PER ANNUM

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

JOB PURPOSE:

The Webmaster is responsible to create and maintain the public and intranet websites of the Ministry of National Security. Additionally, the incumbent is responsible to provide related technical support to the Departments and Agencies of the Ministry.

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

KEY RESPONSIBILITIES:

- Performs day-to-day Internet and Intranet site maintenance (Ministry's sites)
- Advises staff and related agencies on how to best optimize their content for online deployment
- Participates in ongoing evaluation (re-design) and evolution of the look, feel and scope of the Ministry's sites
- Sets standards for design and perform quality control for third party content
- Monitors Ministry's sites for bandwidth problems, bad links and inappropriate postings and implement policies that the Ministry has established for its sites
- Maintains and develops properly documented web applications
- Develops standards for web best practices e.g. Blocking of sites
- Develops site development and maintenance testing techniques with an emphasis on penetration testing
- Ensures that adequate security systems are in place to protect the Ministry's sites
- Interfaces with other ITSU staff to ensure appropriate and maximum effectiveness for technical administration of the Ministry's web servers as well as adequate user support
- Works with outside vendors, contractors, consultants and other areas of the Ministry to maximize opportunities for the Ministry's sites
- Monitors the Ministry's sites usage, faults and performance and makes recommendations for keeping user's response times efficient.
- Recommends improvements to the Ministry's sites and web servers
- Monitors web service/hosting requirements and makes notification to the appropriate groups of any changes, developments or necessary information regarding the contract

- Provides technical support to users in the Ministry of National Security and Jamaica Constabulary Force with IT problems (email, technical) as required
- Coordinates the Ministry's site development with that of other Ministry departments and agencies.

REQUIRED COMPETENCIES

- Working knowledge of web based programming such as HTML, ASP/ASP.NET, Java, JavaScript and PHP
- Working knowledge of web servers such as IIS and Apache
- Working knowledge of web services and XML
- Working knowledge of content management systems
- Working knowledge of multimedia tools such as Flash, Dream Weaver and Photoshop
- Working knowledge of enterprise database management systems such as MYSQL and MSSQL
- Sound decision-making and problem solving skills
- Understanding of Server management and security issues
- Ability and or willingness to investigate new technologies

SPECIALIZED TRAINING

- Web Security
- Systems Administration
- Web-based database systems
- Android Development

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working condition
- Interface with electrical wiring
- May be required to work on weekends and public holidays;

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelors Degree in Information Technology, Computer Science or related field
- Four (4) years professional experience in web development and maintenance
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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
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Webmaster (MIS/ IT 5)

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