

**RS FORM 2 - JOB DESCRIPTION**

**SECTION A – POSITION DETAILS**

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| **POSITION TITLE:** **Software Developer / Programmer** |
| **MINISTRY/OFFICE: Ministry of Finance & Treasury** |
| **DIVISION:** SIG ICT Services | **DUTY STATION:** SIG ICT Services, Lengakiki |
| **POSITION NUMBER:** NEW | **MINISTRY VACANCY NUMBER:** |
| **POSITION LEVEL:** L10-L11 | **SALARY RANGE:** $ 67,578.21 - $ 81,348.88 |
| **THIS POSITION REPORTS TO:** Deputy Director – Digital Transformation and Strategic Projects |
| **POSITIONS SUPERVISED:** None |

**SECTION B - SCOPE OF DUTIES**

The Ministry of Finance and Treasury is mandated to facilitate the provision of sound advice on economic, financial, and fiscal policy; services include statistics, economic management, governance, financial reporting, revenue collection, border protection and ICT services across the public sector.

The SIG ICT Services (SIG ICTS) division within the Ministry of Finance & Treasury is mandated to deliver innovative, sustainable, and secure ICT solutions, in an environment that fosters talent and focus on standards, taking pride in the role of SIG ICT Services in enabling SIG to provide improved services to the public and private sectors.

The Software Developer / Programmer is responsible for the Development or updating of information systems and software. Responsible in regards to those systems for: Design and implementation, Documentation, System Analysis, Software and systems Development, Project Planning, Tests and Deployment.

**SECTION C - KEY DUTIES**

This position is required to undertake the following duties:

1. Responsible to develop new systems, applications and databases for SIG Ministries and agencies.
2. Collaborate with Business analyst, Database engineer, Software DevOps engineer, to determine best practices and client requirements for software.
3. Work with Business Analysts or Project manager to gather requirements, design algorithms and flowcharts based on gathered business requirements.
4. Produce clean, efficient code to develop intuitive software that meets and exceeds SIG business needs.
5. Integrate software components and third-party programs- RESTful API etc.
6. Analyze and conduct software integration tests and user acceptance tests before formal launch. Verify and deploy software and systems. Troubleshoot, debug and upgrade existing software and coding problems quickly and efficiently to ensure a productive workplace.
7. Perform system testing along the software development. Review and test code standards and checklists for system testing while performing the development either through SIG GitHub repository.
8. Professionally maintain all SIG software and create updates regularly to address any end user or business concerns.
9. Aid and support the coaching and training of other team members to ensure all employees are confident in the use of software applications.
10. Gather and evaluate software/system user feedback and actively seek ways to improve software processes and interactions. Recommend and execute improvements.

**SECTION D - KEY DELIVERABLES**

Theincumbent of this position will have their performance assessed according to following key deliverables:

1. Service Availability of IT Solutions under the management of this role.
2. Business requirements and systems documentation.
3. Business Requirements for new and upgraded systems.
4. New and updated system builds. New or updated IT systems deployed.
5. Project plans and Test plans and results.
6. Analyze and Conduct software integration tests
7. Efficiently completing any other duties as reasonably required or directed by the Responsible Officer or Supervisor.
8. Proper coaching and training to ensure all employees are confident in using the software applications
9. Any other duties that is assigned from time to time
10. 100% attendance and compliance with Code of Conduct

**SECTION E – QUALIFICATIONS AND CAPABILITIES**

**Desirable**

* Tertiary Qualifications in IT and/ or Software Engineering or related field.

**Mandatory Qualifications and or Experience**

* Qualifications (Diploma, Degree or higher) in IT, Software Development, SDLC - Software Development Lifecycle, Programming Languages such as JAVA, .NET, C#, JSP, Others. Database Development – MSSQL, PostgreSQL, MySQL or related field.
* Three years’ experience in similar role and five years of progressive experience in Information Technology (IT).

**Behavioural:**

* Communication, Conflict resolution, resilience

**SECTION F - KEY SELECTION CRITERIA**

**Suitability for this position will be assessed against the following key criteria:**

* **KSC 1** Demonstrated ability to support Systems in Operations and constant change.
* **KSC 2** Demonstrated ability to lead IT Systems Development.
* **KSC 3** Demonstrated ability to communicate, coordinate gather and compile information from different stakeholders.
* **KSC 4:** Qualifications in IT, Software Development, SDLC - Software Development Lifecycle, Programming Languages such as JAVA, .NET, C#, JSP, Others. Database Development – MSSQL, PostgreSQL, MySQL etc.
* **KSC 5** Three years of experience in a similar role with at least five years of progressive experience in leading ICT projects.
* **KSC 6** Excellent written and verbal communication skills with demonstrated ability to translate technical specifications and concepts to layman terms.
* **KSC 7** Demonstrated strong ethical convictions, a commitment to quality service and ability to complete work in a high-pressure environment.
* **KSC 8** Outstanding work attendance record and a strong commitment to upholding Public Service Values and Code of Conduct.

**SECTION G - TERMS AND CONDITIONS**

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| **Fortnightly Salary:** $ 2,599.16 - $ 3,128.80 | **Annual Salary**: $ 67,578.21 - $ 81,348.88 |
| **Annual Leave entitlement**: As per Public Service Policy |
| **Other Conditions of Service relevant to this position:*** *Housing Allowance*
* *Other standard leave entitlements outlined in the General Orders for SIG Public Servants*
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