JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Programmer/Analyst
JOB GRADE:	MIS/IT 5
DEPARTMENT:	Systems and Information Technology Unit
REPORTS TO:	Director, System and Information Technology Unit
MANAGES:	

This document is validated as an accurate and true description of the job as signified below

_____   _____

Employee   Date

_____   _____

Head of Department/Division   Date

_____   _____

Date received in Human Resource Division   Date created/revised

JOB PURPOSE

Design, implement and modify computer programs and databases for the ministry of Health and related agencies. Provide technical support and user training to clients of custom-built applications. Analyse user requirements, procedures and problems to automate or improve existing systems.

KEY OUTPUTS

1. Computer programs delivered.

2. Manuals written and distributed for custom applications.

3. Users trained in software applications.

KEY RESPONSIBILITY AREAS

1. Confers with clients to ascertain the nature of the information processing or computation needs a computer program is to address

2. Develops and tests computer programs and databases as required

3. Modifies or otherwise change existing software by editing program codes

4. Coordinates the implementation of computer programs

5. Prepares user and system documentation

6. Conducts user training and demonstrations on off-the shelf products as well as custom-built systems

7. Troubleshoots and rectify problems reported by users

8. Determines time and resources needed to set up or alter systems

9. Implements backup procedures for safeguarding databases and programs

10. Performs any other related duties that may be assigned from time to time.

PERFORMANCE STANDARDS

1. Each application for the modification of an application acknowledged in writing within 24 hrs of receipt.

2. All requirement specifications documented and filed

3. All modifications to existing software documented and a control document maintained

4. All new software properly documented and user instruction manuals provided.

5. All coding done signed off by the appropriate personnel to attest to acceptance of the software prior to go live, and control documents maintained.

6. Confidentiality of information obtained on the job is preserved

7. Detailed schedule of jobs kept and assignments to junior programmers will be strictly noted and updated.

REQUIRED COMPETENCIES

Functional/Technical Competencies
Expertise in system analysis and design
Sound knowledge of SQL Server and Windows operating systems
Working knowledge of FoxPro, Microsoft Access and Visual Basic
Ability to code, test and document software applications

Core Competencies	Levels
Oral communication skills	2
Written communication	2
Technical skills	2
Strong analytical skills	2
Planning and organizing	2
Confidentiality	2
Time management skills	2
Problem solving & decision making	2
Teamwork and cooperation	2

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- B. Sc. in Computer Science.

- Three (3) years working experience in systems design and analysis and programming; OR

- Any equivalent combination of education and experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions.

AUTHORITY

- To interface with users to determine needs
- To create & test programs
- To conduct user training and demonstrations
- To instruct/supervise junior programmers