



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Programmer
JOB GRADE: MIS/IT3
DEPARTMENT: Systems and Information Technology Unit (SITU)
REPORTS TO: Programmer/Analyst
MANAGES: N/A

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-built applications.
3. Users trained in software applications.

KEY RESPONSIBILITY AREAS

1. Develops and tests computer programs and databases as required
2. Modifies or otherwise change existing software by editing program codes
3. Coordinates the implementation of computer programs
4. Prepares user and system documentation
5. Conducts user training and demonstrations on off-the shelf products as well as custom-built systems
6. Troubleshoot and rectify problems reported by users
7. The Ministry of Health may determine such other duties and responsibilities as 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	Levels
Sound knowledge of SQL Server and Windows operating systems	
Working knowledge of .NET, Microsoft Access and Visual Basic	
Ability to code, test and document software applications	

Core Competencies	Levels
Oral Communication skills	
Interpersonal skills	
Problem solving and decision making	
Technical skills	
Teamwork and cooperation	
Customer and quality focus	
Initiative	

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- A. 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