



**MINISTRY OF EDUCATION
CAREER OPPORTUNITY**

Applications are invited from suitably qualified persons to fill the position of:

***WEB PAGE DESIGNER
(MIS/IT 5)***

JOB PURPOSE

Under the direction of the Director, Management Information Systems (MIS), the incumbent will be responsible for designing, developing and the monitoring of the Ministry's website.

MAJOR DUTIES

- Developing and maintaining policies, standards and procedures.
- Developing and maintaining the Ministry's website.
- Developing computer information resources, providing for data security and control, strategic computing and disaster recovery.
- Providing guidance and oversight in the access and utilization of information systems such as email, internet and in the networking of information technology for the Ministry and its Agencies.
- Conducting post implementation reviews ensuring that benefits are achieved.
- Ensuring proper documentation, storage and dissemination of information, policies, procedures, plans and projects.

REQUIRED SKILLS/COMPETENCIES

- Excellent leadership and management skills
- Sound analytical and strategic thinking
- Negotiating and problem solving skills
- Excellent communication skills
- Ability to exercise sound judgment
- Excellent knowledge, understanding and ability to link complex functions and their potential strategic contribution.
- Ability to manage limited resources in order to achieve challenging output targets.

QUALIFICATION AND EXPERIENCE

The ideal candidate should possess:

- University Degree in Computer Science or Management Information Systems, supplemented with courses in current technology and at least five (5) years experience in Information Technology.

Interested persons are invited to submit applications with resumes, by **Friday, August 27, 2010** to the address presented below.

**Director of Personnel
Ministry of Education
2 National Heroes Circle,
Kingston 4**

OR

Email: jobapplications@moe.gov.jm

We thank all applicants for expressing an interest; however, only short-listed candidates will be contacted.