POST AND TELECOMMUNICATIONS DEPARTMENT

Applications are invited from suitably qualified persons to fill the following positions in the Department

Webmaster/Multimedia Specialist (MIS/IT 3)
Salary Range: $943,781.00 - $1,121,859.00

Job Summary

Under the supervision of the Systems Administrator, the incumbent will be responsible for designing, developing, maintaining and protecting the Department's website and Intranet, as well as the publishing and management of their content.

Key Responsibilities

- Creates and maintains the Department's websites and intranets;
- Designs and develops web-based software applications from user requirements;
- Creates multi-media graphic designs for the web and other applications such as presentations;
- Assists in the training of users in the use of web based software applications;
- Gathers and compiles user requirements for web based software applications;
- Collaborates with content providers to ensure timeliness, accuracy and completeness of all information published on websites or intranets;
- Represents the Information Technology Unit in matters related to web development and maintenance;
- Recommends and implements systems and procedures to secure the website and intranet from hackers and viruses;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent written and oral communication skills
- Excellent proficiency with standard word processing and spreadsheet programmes
- Excellent proficiency with relational database design
- Excellent understanding of web server components
- Technical expertise working with online-based programming, products and services, particularly web-based database applications
- Strong programming skills
- Working knowledge of NT, UNIX, SQL and HTML
- Working experience of XML, Perl (CGI & DBI), PHP
- Working knowledge of network devices and diagnostic/repair tools (switches, etc.)

Minimum Required Qualification and Experience

- Diploma in Computer Studies, Information Technology or equivalent from an accredited tertiary institution;
- Two years' experience in application and website development;
- Network-related certification/courses are considered an asset (CCNA, Network+).

Special Conditions Associated with the Job

- Extended exposure to CRT rays;
- Effects of ergonomic extremes and demands of physical tasks at varying heights, etc.;
- Work requires almost exclusive usage of computers and computer networking equipment.

Please forward application along with resume, no later than **March 9, 2018** to:

Senior Director, Human Resource Management
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston

OR

hrunit@jamaicapost.gov.jm/careers

NB: Only short-listed candidates will be contacted.