

**POST AND TELECOMMUNICATIONS DEPARTMENT (PTD)
CAREER OPPORTUNITY**

WEBMASTER/MULTIMEDIA SPECIALIST (MIS/IT 3)

Salary range \$1,051,221.00 - \$1,249,571.00 (p.a.) and allowances attached to the post

Job Summary

The incumbent is responsible for maintaining and protecting the Department's website. This entails coordinating the receipt of current and pertinent information, as well as publishing this content to the World Wide Web and users of the intranet and/or extranet.

Key Responsibilities

- Maintains, modifies and debugs application programmes from given specifications.
- Creates and maintains the structure of website (extranet, intranet and internet) versions databases for optimal performance;
- Analyzes the requirements, design, development and maintenance of internet websites for the Department by using XHTML, JavaScript and other similar programming languages;
- Creates in-house training materials, as well as multimedia designs and presentations;

Required Knowledge /Competencies

- Advance understanding of web server components;
- Advance understanding of working with database driven web applications;
- Proficient with HTML, including style sheets, templates, complex tables and frames, message boards, banner ads, streaming video/audio and shockwave;
- Proficient with Wordpress or other content management system;
- Good problem solving and decision making skills;

Qualification, Experience and Training

- Degree in Computer Studies, Information Technology or equivalent from an accredited tertiary institution;
- One year's experience in application and website development;
- Exposure to program forms and implementation of scripts using languages such as C#, ASP.Net, PHP, JavaScript, Perl, CGI, Java, C, C++, Visual Basic, and VB Script would be an asset.
- Training in Project Management would be an asset.

For additional information, visit our website **www.jamaicapost.gov.jm**

Please forward application with resume, no later than **Friday, February 28, 2020** to:-

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO
Email: hrunit@jamaicapost.gov.jm**

Only short-listed candidates will be contacted.