



**CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF JUSTICE**

<b>JOB TITLE:</b>	Software Engineer
<b>JOB GRADE:</b>	MIS/IT 5
<b>POST NUMBER:</b>	58998 and 59002
<b>DIVISION:</b>	Permanent Secretary
<b>BRANCH</b>	Information & Communications Technology
<b>REPORTS TO:</b>	Manager, Business Process & Application Development
<b>MANAGES:</b>	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received in Human Resource Branch

\_\_\_\_\_  
Date Created/Revised

### **Strategic Objectives of the Division ( in which the position is located):**

To improve the operational efficiency in justice related process by implementing digitalization, technology driven solution and integrated electronic case management system for the justice sector.

### **Job Purpose**

Under the leadership and direction of the Manager, Business Process and Application Development, the Software Engineer is responsible for designing, implementing and maintaining features and functionalities of ICT solutions, websites and digital platforms, ensuring high-performance and availability. The Software Engineer manages all technical aspects of website development and partners with the Corporate Communications and PR Branch in content management.

### **Key Outputs:**

- Software Code Developed
- Software Design and Coding Documentation Produced
- Applications Maintained, Modified and Enhanced
- Applications Tested and Evaluated
- Annual/Quarterly/Monthly/Periodic Reports prepared
- Technical advice and interpretation provided
- Individual Work Plan developed

### **Key Responsibility Areas:**

#### **Technical/Professional Responsibilities**

- Develops and maintains knowledge of the Ministry's and its subjects ICT applications portfolio, development tools, and development procedures;
- Actively participates in the development and review of business and system requirements to obtain a thorough understanding of business needs to deliver accurate solutions;
- Develops high quality software code in accordance with established ICT standards and development guidelines;
- Produces technical documentation that accurately and thoroughly depicts the software design and code base;
- Confers with end users and various divisional representatives in resolving questions of programme/system intent, output requirements, input data acquisition, and inclusion of internal checks and controls;
- Performs programme maintenance, modifications, and enhancements to new/existing systems through programming, testing, documenting, and training users;
- Performs adequate unit testing and evaluation of application development work, ensuring requirements are addressed, basic functionality works, and errors are handled properly;
- Expeditiously troubleshoot application production issues that resolve the concerns without causing additional problems;
- Reviews and analyzes the effectiveness and efficiency of existing systems and develops strategies for improving or further leveraging these systems;
- Provides updates on work in progress, work completed, work planned, and issues potentially impacting the on-time completion or quality level of work;
- Works with stakeholders to gather and analyze project specifications and flow charts;
- Leads cross-functional and technical groups/committees to address the ICT operations of the Ministry and subjects as required;

- Partners with the Corporate Communications and PR Branch in content management for websites and related media platforms;
- Establishes and maintains effective working relationship with external service providers, customers, and other units/branches/divisions;
- Assists with the training of staff in the use of computer hardware and software solutions;
- Keeps abreast of trends and developments in ICT and initiates/recommends their use where necessary to improve the work of the department/division.
- Remains current on ICT policies/programmes and related GOJ policies/initiatives to ensure compliance;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in ICT and Software Development initiatives.

#### **Management/Administrative Responsibilities**

- Develops Individual Work Plan based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

#### **Human Resources Responsibilities**

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and organization's goals;
- Assists with the preparation and conducts presentations on role of Branch/Unit for the Orientation and Onboarding programme.

#### **Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

#### **Performance Standards:**

- Software code developed according to agreed standards and timeframes;
- Software design and coding documentation produced in keeping with agreed format/standards and timeframes;
- Applications maintained, modified and enhanced in accordance with best practices and agreed timeframes;
- Applications tested and evaluated by employing best practice and agreed timeframes;
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data;
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plan developed in conformity to established standards and within agreed timeframes;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

**Internal and External Contacts (specify purpose of significant contacts:**

**Internal Contacts**

Contact (Title)	Purpose of Communication
Director, ICT Manager, Business Process & Application Development	<ul style="list-style-type: none"> <li>• Provide advice and contribute to decision making;</li> <li>• Identify emerging issues/risks and their implications, and propose solutions;</li> <li>• Receive guidance and provide regular updates on key Applications Development issues and priorities.</li> </ul>
Senior Executives/Management in Divisions	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships</li> <li>• Collaborate, exchange information, provide strategic Applications Development advice, support and feedback</li> </ul>
General Staff	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships</li> <li>• Provide expert advice and exchange information</li> </ul>

**External Contacts**

Contact (Title)	Purpose of Communication
Departments and Agencies of the MOJ	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> <li>• Provides expert advice on Applications Development matters; and exchange information;</li> <li>• Liaise on key ICT issues</li> </ul>
Ministry of Science, Energy & Technology -ICT Authority	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> <li>• Receive expert advice; and provide and exchange information;</li> <li>• Liaise on key Applications Development issues.</li> </ul>
Professional Affiliations	<ul style="list-style-type: none"> <li>• Provides expert advice and exchange information;</li> <li>• Identify innovation and new opportunities for the Association.</li> </ul>
Contractors, suppliers and providers of services	<ul style="list-style-type: none"> <li>• Monitors TOR for goods and services and related interventions;</li> <li>• Exchange of information.</li> </ul>
General Public	<ul style="list-style-type: none"> <li>• Collaborate on matters, exchange information, provide advice and seek feedback</li> </ul>

**Required Competencies:**

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Adaptability	2	Accountability	2
Compliance	2	Analytical thinking	1
Customer and Quality Focus	2	Attention to Detail	2
Initiative	2	Goal/Results Oriented	1
Integrity	3	Managing Client Interface	1
Interpersonal	2	Managing Resources	2
Oral Communication	2	Methodical	2

Team Work & Cooperation	3	Planning and Organising	1
Time Management	2	Presentation and Reporting	1
Written Communication	2	Problem Solving and Decision-making	1
		Resilience	1
		Stress Tolerance	2
		Technical Skills	2
		Technology Management	1
		Technology Savvy	1
		Use and Application of Technology	1

<b>I. Other Competencies</b>	<b>level</b>
Expert knowledge in Information Technology system procedures and practices;	
Good knowledge of information technology fundamentals and programming languages	
Ability to gain detailed knowledge of in-house programming languages, programme design and development procedures, turnover procedures, and housekeeping standards	
Ability to perform analysis of straightforward system functionality	
Ability to gain detailed knowledge of general system architecture and functionality, as well as detailed knowledge of specific sub-systems	
Working knowledge of commonly used concepts, practices, and procedures as it relates to software development	
Ability to effectively manage time while working on multiple assignments with/without guidance as to relative priorities of assignments	
Knowledge of database design and file management techniques	
Principles of project estimation and planning	
Ability to monitor and report on programme/project budgets	
Good Knowledge of GOJ ICT systems (existing and emerging)	
Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes	

#### **Minimum Required Education and Experience**

- Bachelor's Degree in Software Design, Computing, Computer Science, ICT, Management Information Systems, Computer Engineering, or a related discipline;
- Specialized training in Applications/Software Development;
- Three (3) years related experience.

#### **Authority:**

- Advises the Ministry's Departments/Agencies on Application/Software Development principles and practices;
- Recommends Business Analysis initiatives.

#### **Specific Conditions associated with the job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software.

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.