



ADDENDUM TO CIRCULAR MEMORANDUM NO. 16 OF 2023

MY REF: GEN/4/01/01/23 (49) Vol. IV

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Secretary to the Cabinet, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – ONE (1) POST OF WEB DEVELOPER, HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM, MINISTRY OF THE PUBLIC SERVICE, CONSTITUTIONAL AND POLITICAL REFORM AND RELIGIOUS AFFAIRS

Date: 12th July 2023

Applications are invited from suitably qualified persons to fill one (1) post of **Web Developer, Human Resource Management Information System, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs.**

1. Basic purpose of position:

Responsible for developing and/or designing and modifying websites for the Ministry and maintaining and updating published websites and web applications.

2. ANALYSIS of position

A. Essential Duties and Responsibilities

- COORDINATES** with stakeholders to determine website and web application style, plans layout and navigation features and functionalities schemes of the websites to meet the objectives of the Ministry; acts as a focal point to ensure regular communication with ministries.
- DESIGNS**, builds, and maintains website and web application pages, incorporating the use of graphics, audio, video, and using web content management systems, to develop the websites and web application functionality and appearance and ensures user friendliness.
- EDITS**, writes, or designs website content, and aids team members who produce content.
- EVALUATES** written codes to ensure validity and alignment with industry standards and ensures such codes are properly structured and is compatible with browsers, devices, or operating systems.
- PERFORMS** website and web application updates and testing before implementation in production and ensures website software is always updated to support the website platform.

6. **MONITORS** web server and web traffic to ensure adequate performance of the website and web application; identifies problems revealed by end-users' feedback and testing and rectifies problems by referring issues to appropriate personnel for correction.
7. **DEVELOPS**, debugs, and refines web templates to ensure functionality and security of website.
8. **MAINTAINS** published websites by intermittently reviewing design and update elements of site to maintain quality; identifies, tests, and implements new website functionality plugins including designs for the websites.
9. **IMPLEMENTS** search engine optimization strategies to ensure the websites is high ranking on internet searches.
10. **PROVIDES** assistance on website usage related to issues surrounding content, links, order and registration flows and transaction logs; provides end users support as necessary via calls, comments, or direct messages.
11. **PROMOTES** websites using online mediums including social media to increase prominence on the web.
12. **LIAISES** with the ministry HRMIS, CITO, and the e-Governance Unit on all issues relating to the websites and hosting services.
13. **REVIEWS** statistics and monitor analytics for reporting purposes and submit relevant reports to Coordinator HRMIS.
14. **BACKUPS** websites and web application to local directories regularly to aid the recovery process.
15. **KEEPS** abreast of the latest web applications and programming practices through education, study and participation in conferences, workshops, and groups.

B. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Recognized Bachelor's Degree in Web Development, Computer Science, Information Technology, or related field

PLUS

- Proficient in MySQL, JavaScript, HTML, CSS; Solid knowledge and experience in programming applications. Knowledge of programming language and technical terminology; Excellent writing and verbal communication. High degree of independent judgment and able to solve complex problems.
- At least five (5) years' experience in related field.

3. REPORTING RESPONSIBILITY

The Web Developer will report to the Coordinator, Human Resource Management Information System.

4. SALARY

Government of Belize Payscale 16 of \$30,171 x 1,310 - \$55,061 per annum

Interested persons who are in possession of the required qualification and experience and have the aptitude for are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz> or directly at <https://jobs.publicservice.gov.bz> no later than 28th July 2023.



MR. ROLANDO ZETINA
CHIEF EXECUTIVE OFFICER

c: Chief Information Officer, CITO
President, Public Service Union of Belize
President, Association of Public Service Senior Managers
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