

INSTITUTE OF JAMAICA
(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following position in the Institute of Jamaica:

Management Information Specialist (MIS/IT 4)

Job Purpose

To design, develop, administer and manage all websites and online applications for the divisions/departments of the Institute of Jamaica (IOJ). As well as to provide first line technical support in areas of cyber security, website backup and recovery, computer hardware/software repairs, ArcGIS, and web-related technology training delivery to all staff, including the Natural History Museum of Jamaica.

Key Responsibilities:

- Designs and develop websites and or online applications and make accessible via Internet or Intranet.
- Administers and manage all IOJ existing websites, ensuring W3C compliance.
- Ensures all security protocols are in place and up-to-date for all IOJ's websites and online applications.
- Develops and implements strategies to reduce and or eliminates cyber security risks.
- Improves and add new functionalities to existing websites and or online applications.
- Performs backup and or recovery related activities for all websites and or online applications.
- Provides general hardware and software assessment, diagnosis, repair and maintenance technical support for departments / divisions across IOJ.
- Provides website or application programming expertise for all web/mobile related projects.
- Develops virtual exhibitions and make accessible via the Virtual Museum.
- Assists NHMJ's staff in digitization and GIS related training and or activities.
- Provides technical assistance with the development and maintenance of Geography Information System (GIS).
- Assists the IT Department in the creation of interactive content for Websites, NHMJ Exhibition Gallery's touchscreen Kiosks, Mobile Exhibit(s) and Intranet.
- Creates and updates as needed all documents/ information on GIS, cyber security and website related hardware and software.

Minimum Required Education and Experience:

- Bachelor of Science Degree in Computer Science or related discipline from a recognized tertiary institution
- Experience in using ArcGIS would be an asset.
- Two (2) years' experience in design and development of websites using HTML, HTML 5, JQUERY, JAVASCRIPT, CSS and PHP.
- Minimum one (1) year work experience using ASP.NET, Content Management Systems, such as WordPress or Drupal, and Virtual Tour software.
- Cyber security certification would be an asset.

Applications should be submitted no later than **Friday, April 30, 2021** to:

Director Human Resource Development & Management
Institute of Jamaica
10 -16 East Street
Kingston

Email: personnel@instituteofjamaica.org.jm
FAX # 922-1147