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

Applications are invited to fill the following post in the Central Administration of the Institute of Jamaica:

Management Information Specialist (MIS/IT 4)

SALARY: $3,094,839.00 per annum

Job Summary

To design, develop, administer and manage all websites and online applications for the divisions/departments of the Institute of Jamaica (IOJ). Additionally, 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.
- Develops and implements mechanisms to monitor IOJ's websites accessibility status.
- Performs backup and or recovery related activities for all websites and or online applications.
- Trains general staff on website or online related technologies.
- 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).
- Liaises with external partners pertaining to IOJ's GIS licencing agreements, GIS new and emerging technologies and GIS available training opportunities.
- Assists the IT Department in the creation of interactive content for Websites, NHMJ Exhibition Gallery's touchscreen Kiosks, Mobile Exhibit(s) and Intranet.
- Provides technical expertise in online content management strategies and activities.
- Creates and updates as needed all documents/ information on GIS, cyber security and website related hardware and software.
- Attends project, departmental, divisional and organization wide meetings.
- Provides technical expertise as a member of the Website Committee.

Required Education, Experience & Competencies

- Bachelor of Science Degree in Computer Science or related discipline from a recognized tertiary institution
- Experience in using ArcGIS would be an asset.
- Minimum of one (1) year experience in design and development of websites using HTML, HTML 5, JQUERY, JAVASCRIPT, CSS and PHP, ASP.NET, Content Management Systems, such as WordPress or Drupal, and Virtual Tour software.
- Cyber security certification would be an asset.
- Practical knowledge in programming languages such as HTML/HTML5, ASP/ASP.Net, Java scripting, PHP and CSS used for web site development.
- Excellent graphic and website design skills.
- Experience in WordPress, Joomla or Drupal.
- Experience in MySQL, MS SQL, and PHP Admin.
- Working knowledge of cyber /IT security.
- Working knowledge of Multimedia Tools, especially Adobe products such as Adobe Photoshop and Illustrator.
- Understanding of online marketing and SEO.
- Understanding of Virtualization technologies would be an asset.
- Proficiency in diagnosing and repairing software applications and computer hardware.

Applications should be submitted no later than **Friday, June 2, 2023** to:

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

Email: personnel@instituteofjamaica.org.jm