



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF LOCAL GOVERNMENT
EMPLOYMENT OPPORTUNITIES**

The Ministry of Local Government invites applications from suitably qualified persons for employment, on contract, for a period of three (3) years in the under-mentioned positions.

Webmaster

System Specialist

Job Summary

The Webmaster is responsible for the management and development of the Ministry's website and intranet applications. The Webmaster supports the Ministry in anticipating and addressing its information needs so as to achieve its mission objectives.

Key Duties and Responsibilities

- Develops, implements and manages the Ministry's Website and Intranet.
- Develops and implements concepts, standards and policies for the operation and development of the website and intranet in accordance with the policy guidelines of the Ministry.
- Educates and promotes methodologies to increase the use of the Ministry's intranet and website.
- Documents the structure and changes to the Ministry's intranet and website.
- Develops, updates, and maintains web applications to manage specific activities and support the Ministry's internal business processes.
- Compiles and documents web application source code and subsequent revisions.
- Consults with personnel to clarify program intent, identify problems, suggest and implement changes.
- Performs or directs revision, repair, or expansion of existing software applications to increase operating efficiency or adapt to new requirements.
- Train end-users on internet/intranet conventions and the use of the Ministry's internet/intranet portals and web applications.

Required Knowledge, Skills and Abilities

- Knowledge of established programming procedures and programming languages.
- Knowledge of the principles, procedures and standards of integrated website structuring and design.
- Working knowledge of Project Management methodologies and techniques.
- Knowledge of e-Business and e-Government applications will be an asset.
- Excellent analytical and problem solving skills.
- Excellent communication skills.
- Excellent time management skills.

Minimum Qualifications and Training

- A University degree in Software Development, Computer Science, or a related field of study.
- At least three (3) years experience administrating web content management systems, web development, information architecture or technical writing.
- Strong knowledge of web architecture and design.
- Working knowledge of Database Technology including Microsoft SQL Server.
- Advanced knowledge and understanding of current authoring languages, editing and authoring tools and related web technologies.
- Strong working knowledge of the following:
 - Graphical tools including; Adobe Photoshop, Illustrator
 - Web development tools including; HTML, Javascript, Flash, Adobe Acrobat Professional
 - Portal tools such as Microsoft SharePoint, Websphere, and
 - Training as evidenced by the possession of certification in these areas.

Job Summary

To analyze, design and implement information technology systems and solutions to meet Ministry's systems and technical requirements.

Key Duties and Responsibilities

- Installs hardware and software; supervises installations of communications hardware, wiring, and services; identify and resolve computer and communication issues.
- Tests and monitors software, hardware, and peripheral equipment to evaluate use, effectiveness, and adequacy of product and services delivered to user.
- Adopts a lead role in the planning, testing and implementation of major projects under the supervision of management
- Prepares evaluations of software and hardware and submit recommendations to management for review.
- Identifies the detailed requirements of users and clients and prepare detailed project plans for meeting these requirements.
- Identifies the various options to resolve problems and meet users' requirements and assess their suitability.
- Prepares a detailed specification for any proposed solution.
- Identify problems and discusses any proposed solution with software developers, other technical staff and end users to ensure its technical viability.
- Tests any proposed solution to ensure its effectiveness before final implementation.
- Assists in the implementation of any new system, taking any remedial action as necessary, to ensure that it is working effectively.
- Provides any necessary documentation and technical support following implementation to end users.
- Trains users in the new system to ensure that it continues to work effectively and to their satisfaction.
- Performs related work as may be required.

Required Knowledge, Skills and Abilities

- Knowledge of imaging software (i.e. Norton Ghost, Microsoft Deployment Toolkit)
- Knowledge with assisting remote mobile users
- Knowledge with desktop and/or network security
- Knowledge with troubleshooting hardware and software, TCP/IP and printer configuration
- Good knowledge of structured systems and analysis methodologies.
- Excellent analytical skills.
- Good communication skills.

Minimum Qualifications and Training

- A University degree in Computer Science.
- A technical qualification in computing and thorough knowledge of systems analysis and design methodologies.
- At least four (4) years working experience using the following Operating Systems: Windows XP, Windows 7, Office Productivity Software, Microsoft Office 2003/2007 Microsoft Windows Server Operating Systems (i.e. Microsoft Windows Server 2003/2008) and various client VPN software.
- At least four (4) years experience managing and implementing Microsoft Active Directory.

Applications with Curriculum Vitae, two (2) references and copies of certificates are to be submitted to:

The Permanent Secretary
Attention: Director, Human Resources
Ministry of Local Government, Kent House, MARAVAL

CLOSING DATE FOR APPLICATIONS:
UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED



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The Ministry of Local Government invites applications from suitably qualified persons for employment, on contract, for a period of three (3) years in the position of Network Specialist and one (1) year in the position of Database Specialist.

NETWORK SPECIALIST (3 years)

JOB SUMMARY

Manages the Ministry's wide area communications network and maintains internal local area networks to ensure networks continued availability and interconnectivity. Work also includes formulating and evaluating networking policies and strategies; administering network servers, ensuring the integrity of information and providing technical support.

Key Duties and Responsibilities

- Responsibility for network security, installing new application, distributing software upgrades, monitoring daily activity, enforcing licensing agreements, developing a storage management program, and providing routing backups.
- Designs and assists in the implementation of Information and Communication Technology (ICT) networking infrastructure.
- Provides networking assistance to users (including support with network connections and passwords).
- Researches, develops and implements security policies and firewall strategies.
- Monitors network traffic and makes necessary recommendations for additional resources, system software and hardware appliances.
- Develops standards for system access and account privileges and resolves server, network operating systems and hardware problems.
- Ensures that P.C., Server and network vendor support is adequate and all computing equipment is adequately maintained and schedules preventative maintenance for hardware.
- Ensures that security procedures are implemented on server and workstations, data protection measures are up to date and effective.
- Installs and upgrades file servers, routers, workstations and other computer equipment.
- Tests software and hardware for the network system.
- Performs basic software computer repair and maintenance.
- Maintains, records of hardware maintenance history, serial numbers, of acquisition and other pertinent information.
- Performs related work as may be required.

Required Knowledge, Skills and Abilities

- Ability to effectively manage and document changes to control inventory.
- Ability to establish and maintain effective working relationships associates.
- Extensive knowledge of current networking principles and practices.
- Knowledge in the management of large complex networked environment.
- Working knowledge of Wide and Local Area Network Administration and communication protocol

Minimum Qualifications and Experience

- A University degree in Computer Science or a related field.
- At least three (3) years experience in Network Administration.
- Experience with Windows 2003/2008 networking operating systems.
- MCSE Certification, CCNA and/or CISSP Certification will be an asset.
- Experience in troubleshooting in a computerized, networked environment.
- Advanced training in technical aspects of Information system network technology as evidenced by relevant networking certification (or experience).
- Skilled in the use of application software (e.g. Microsoft Office 2000).

DATABASE SPECIALIST (1 year)

JOB SUMMARY

To organize and control the Ministry's database to ensure the efficient management of information to support management decision making and to meet statutory requirements. The Database Specialist has the primary responsibility for the definition, creation and maintenance of the database model within the modern computing environments (e.g. Windows 2003/2008 Server, Intranet platforms, and Web servers) as is relevant to the Ministry's database management system environment. The work involves identifying the data requirements, defining the information content, ensuring the integrity, security and confidentiality of the data and defining a strategy for back-up and recovery of the database.

Key Duties and Responsibilities

- Directs and controls the database management team to ensure that they are appropriately motivated and trained and carry out their responsibilities to the required standard.
- Organizes and controls the Ministry's central database and all data input and output to ensure that information required for management decision making and statutory compliance is accurate and provided at the right time.
- Analyzes, tests and implement physical database design supporting various Ministry's applications.
- Ensures data recovery, maintenance, data integrity, and space requirements for physical database are met through formulation and monitoring of policies, procedures, and standards relating to database management.
- Provides a high degree of coordination between user, technical, application, and corporate entities to ensure effective data management as a corporate enterprise.
- Formulates database access policies and strategies for Ministry of Local Government and defines authorisation checks.
- Monitors data accuracy and integrity and develops standards for system access and account privileges and resolves database access complications.
- Ensures that security procedures are implemented on databases, data protection measures are up to date and effective and that back-up procedures are implemented.
- Publishes regular performance reports and ad hoc reports as required to enable Managers to monitor progress against Ministry objectives.
- Monitors regularly data systems and processes to ensure that information provided continues to be accurate, produced at the right time and maintained in accordance with data protection legislation.
- Provides a Ministry wide advisory and consultancy service on all aspects of data management.
- Maintains an awareness of developments in the storage and handling of data and review the application of new technologies to improve administrative processes.
- Performs related work as may be required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of all aspects of data entry and data management process.
- Knowledge of the wider information requirements of the Ministry.
- Knowledge of current technological developments/trends in area of expertise.
- Ability to interpret data models and to develop database structures.
- Knowledge of Arc GIS Server Software and Autocad would be an asset.
- Ability to use standard diagramming techniques to design and develop computer data models.
- Excellent database performance tuning and capacity planning skills.

Minimum Qualification and Experience

- A University degree in Computer Science or relevant field of study
- At least five (5) years experience in troubleshooting applications, optimizing databases, referential integrity and the use of indexes.
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