



MINISTRY OF CULTURE, GENDER, ENTERTAINMENT & SPORT

Job Advertisement

The Ministry of Culture, Gender, Entertainment and Sport invites applications from suitably qualified persons to fill the post of Website and Social Media Officer (MIS/IT 4).

Website and Social Media Officer (MIS/IT 4)

Salary Range: \$1,406,073.00 – 1,671,378.00 per annum and any allowances attached to the post

JOB PURPOSE

Under the direction of the Director, Public Relations and Corporate Communications, the incumbent designs, develops, updates and maintains the Ministry's website and social media platforms in accordance with the Government of Jamaica policies and regulations and the organisation's strategic goals/objectives.

KEY RESPONSIBILITY AREAS

- Codes, designs, tests, implements and maintains the Ministry's website, optimized for mobile devices;
- Develops, tests, maintains and updates Ministry's Apps;
- Reviews/writes documentation such as programme manuals and user guides;
- Designs/creates content for social media platforms, including but not limited to memes;
- Conforms to programme specifications, established standards and procedures;
- Participates in the selection and assessment of software packages;
- Prepares and submits reports and other documents as required

REQUIRED SKILLS AND COMPETENCIES

- Proficiency in software development, app development, computer programming and website design;
- Sound knowledge of graphic design;
- Excellent knowledge of Microsoft Office Suite and other relevant computer applications and systems;
- Excellent oral and written communication skills;
- Good problem solving, analytical and decision making skills;
- Good interpersonal skills with sound integrity;
- Excellent customer service skills and quality focus;
- Ability to work as part of a team and is cooperative;
- Good planning and organizing skills

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Undergraduate degree in Computer Science or Information Technology, from a recognized tertiary institution;
- Expert knowledge/training in programme languages (such as C, Java, Visual Basic, etc.);
- Training/Certification in app development;
- Training/Certification in social media management;
- At least four (4) years' experience in the related field

Applications accompanied by résumés should be submitted via email to hrmd@mcges.gov.jm no later than Friday, September 15, 2017 to:

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

Subject: Website and Social Media Officer

Please note that only short listed applicants will be contacted.