



**GOVERNMENT OF SAINT VINCENT AND THE GRENADINES  
INFORMATION TECHNOLOGY SERVICES DIVISION**

**JOB DESCRIPTION**

<b>MINISTRY:</b>	Ministry of Health, Wellness and the Environment
<b>DEPARTMENT:</b>	Health Information Unit
<b>POSITION TITLE:</b>	<b>Software Developer</b>
<b>SUPERVISOR:</b>	Coordinator, Health Information System, Health Information Unit
<b>JOB CLASSIFICATION:</b>	<b>Grade E</b>

---

**JOB SUMMARY**

Under the general supervision of the Coordinator, Health Information Unit, Health Information Unit, the Software Developer is responsible for: Designing software solutions, in accordance with client's specifications; Develop software solutions based on concept designs specifications; Maintaining software solutions to ensure continuous functionality; Testing software solutions, in accordance with the required or proposed client's specifications; and Collaborating on projects for the timely delivery of software solutions.

**Core Duties and Responsibilities**

**Weight %**

**Design Software Solutions, in accordance with Client's Specifications by: 20%**

1. Consulting with stakeholders to derive design concepts, with features, modules and components for new software solutions
2. Analyzing high-level design concepts to plan the intricate technical implementation of software systems.
3. Consulting with key stakeholders and vendors to evaluate the software and hardware interfaces to develop specifications and performance requirements.
4. Preparing reports on concept design of the software solutions

**Develop Software Solutions based on Concept Design Specifications by: 25%**

1. Writing and implementing appropriate code, using specific programming languages and tools according to best practices in software development
2. Consulting with stakeholders to gain feedback on the development process
3. Deploying and installing software solutions in accordance to design specifications
4. Deploying software solutions in accordance to development timeframe, in keeping with software quality and robustness.
5. Preparing reports with recommendations on specifications, activities or status of software projects.

**Maintain Software Systems to ensure continuous functionality 20%**

1. Updating software to accommodate changes in external dependencies, security requirements, and user demands.
2. Creating and maintaining technical documentation, such as design documents, user manuals, software architecture, workflows, and development processes.
3. Modifying software to fix errors, adopt new hardware to improve the performance or upgrade interfaces of designed systems for the Ministry of Health, Wellness and the Environment.
4. Executing software upgrades on systems for continuous functionality.

**Test Software Solutions, in accordance with the required or proposed client's Specifications by: 15%**

1. Executing system and penetration tests to determine software functionality.
2. Enhancing software solution performance by effectively debugging and addressing issues.
3. Troubleshooting complex technical issues in software applications.
4. Recommending appropriate actions to supervisor

**Collaborate on Projects for the timely delivery of software solutions by: 15%**

1. Liaising with cross-functional teams, including Database Administrators and Programmers, to understand project requirements for delivery of high-quality software solutions.
2. Directing system testing and validating procedures
3. Reporting challenges and limitations to supervisor on projects to determine

appropriate solutions.

4. Communicating project status and updates on progress

### **Any Other Duties**

**5%**

- Perform any other related duties as assigned.

### **Key Competencies**

#### **Education:**

- Bachelor of Science Degree in Software Engineering, Computer Science or related field.

#### **Experience:**

- A minimum of 3 years' experience in software development or related field.

#### **Knowledge**

- Excellent knowledge in various programming languages - Java, Perl, Python, C++, etc.)
- Very good experience in software development, including design, coding, testing, and debugging.
- Very good understanding of software development principles, design patterns and best practices.
- Very good understanding of database management systems and data modeling concepts.
- Very good knowledge of Agile processes, such as Scrum; web and app development, and cloud technologies, is a plus.

#### **Skills**

- Excellent problem-solving skills
- Excellent team work and interpersonal skills.
- Excellent verbal and written communication skills;
- Very good analytical and problem-solving skills;

#### **Abilities**

- Ability to analyze and fix complex technical problems.
- Ability to exercise initiative, discretion, and judgment in making decisions;

