



MINISTRY OF LABOUR AND SOCIAL SECURITY

NATIONAL INSURANCE SCHEME

REQUEST FOR CURRICULUM VITAE

Individuals Consultants are being invited to submit a Letter of Interest and full Curriculum Vitae for the following position:

DEVELOPER ANALYST

JOB INTRODUCTION AND BACKGROUND

The Government of Jamaica (GOJ) outlined a policy for Public Sector Transformation for all Ministries, Departments and Agencies (MDA) in keeping with vision 2030. The vision of a transformed public sector is a modern public service that is fair, values people, and delivers high quality services consistently.

The Ministry of Labour and Social Security (MLSS) in playing its part has embarked on plans to streamline its operations to provide the public with a more reliable, efficient and effective service. This will involve the re-engineering of the existing and automation of new business processes. To ensure successful development and implementation of new solutions across the Ministry's agencies and department, it is necessary that the MLSS increase its Information and Communications Technology (ICT) capacity by recruiting business and developer analysts. These two ICT roles would be a critical link between the Business Objectives and the planned technological Solutions.

The focus is on critical areas such as the National Insurance Scheme (NIS) department to provide better service delivery by looking at their processes with the aim of improving efficiencies and ICT usages. This will be done to ensure that the Ministry achieves its objective of serving its client in the best way possible. The challenges to be addressed are: (i) the underutilization of ICT across the MLSS; (ii) cumbersome processes to access public services; (iii) reduction of paper usage by automating several business processes.

PROJECT SCOPE

The Developer Analyst will be required to document the various business processes across a wide cross section of the Ministry's departments and agencies with the aim of providing a clearly defined process that can then be automated. Simply put, it is expected that the Developer Analyst will assist in the design and development of efficient and innovative software solutions for the MLSS.

- Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client.
- Arranges project requirements in programming sequence by analyzing requirements; preparing a workflow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic.
- Encodes project requirements by converting work flow information into computer language.
- Programs the computer by entering coded information.
- Confirms program operation by conducting tests; modifying program sequence and/or codes.
- Prepares reference for users by writing operating instructions.
- Maintains historical records by documenting program development and revisions.
- Maintains client confidence and protects operations by keeping information confidential.
- Ensures operation of equipment by following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

PROJECT SCOPE CONT'D

- Contributes to team effort by accomplishing related results as needed.
- Develops efficient applications and scripts adhering to established standards and IT best practices
- Assists in gathering and analyzing information for developing and modifying IT systems.
- Documents fact-finding and study results and make presentation of findings and recommendations in formal reports or in oral presentation.
- Evaluates and documents current systems operation and prepare specifications for systems improvement.
- Work closely with business analyst to gather information, and where appropriate analyze production programs to isolate problems.
- Research software issues and recommend solutions
- Liaises with team members across the MLSS departments as required to assist with the successful completion of assigned tasks.
- Must be a reliable worker who is able to perform tasks without supervision.
- Being able to perform well in a high-pressure environment
- Develops computer programs and test data, and tests thoroughly the operation of completed programs and their linkage to other programs.
- Reviews program modules for accuracy and conformation to specifications.
- Performs Quality assurance reviews for production jobs
- Assists in end-user training
- Maintains current knowledge of the department's standards and practices and apply to assigned tasks.
- Keeps abreast of developments in Information Technology regarding development and support tools applicable to the area, and make presentations as may be required

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in a related field (Management Information Systems, Computer Information Systems, etc.
- Minimum One (1) year' programming experience, one year involving systems Analysis and design
- Proficiency in application development languages in at least two of the following categories:
 - Application Development - C#, VB
 - Web Application Development - HTML, Asp. Net, MVC
 - Database Management - MS SQL, Oracle
 - Report Writing - Crystal Reports, SQL Reporting Services, Power BI
- Visual/WEB, SQL, Java, PHP, Web Design
- Proficiency in Microsoft Projects, Visio, Microsoft Management Studio

SPECIAL SKILLS NEEDED

- Architecture of Web Applications
- Knowledge of WAN and LAN
- Expertise in current computer hardware and software
- Ability to use one or more development language (C#, C++, PHP, HTML, etc.)
- Ability to work in a team
- Eye for detail and identifying problems
- An understanding of business
- Analytical and commercial experience
- Working knowledge of process design tools

Responses should be submitted in hard copy or via email no later than the close of business **Friday April 05, 2019** to the attention of:

**The Procurement Consultant
Ministry of Labour and Social Security
1F North Street, Kingston 4
Telephone: 876-948-7104
Email: josephrichards@mlss.gov.jm**

THE MINISTRY OF LABOUR AND SOCIAL SECURITY RESERVES THE RIGHT TO ANNUL THE TENDER PROCESS AND TO REJECT ALL TENDERS AT ANY TIME PRIOR TO THE AWARD WITHOUT INCURRING ANY LIABILITY.



INVITATION TO PREQUALIFY

SHORELINE PROTECTION RUNWAY 30 END – PHASE 1 NORMAN MANLEY INTERNATIONAL AIRPORT

The Airports Authority of Jamaica (AAJ) is seeking eligible Civil Engineering Works Contractors with especially proven shoreline protection experience and with established resources to prequalify in order to bid for **Shoreline Protection Runway 30 End – Phase 1 Norman Manley International Airport**.

This invitation for prequalification is a part of the International Competitive Bidding process

PROJECT NO.: NMIA/SLP-30/2019

SCOPE: Construct 358 metres of rock revetment along the shore. Supply, transport and deliver all materials required including rock for armour and selected fills Place, compact and shape existing dunes with excavated and Remove existing Approach Lighting System, supply and install new lighting system

CONTACT INFORMATION: Kingsley Kennedy – Project Manager

ADDRESS OF PROCURING: The Airports Authority of Jamaica, Norman Manley International Airport, Palisadoes, Kingston, Jamaica, West Indies

ENTITY:

TELEPHONE NO: 1 -876-924-8835-7

EMAIL ADDRESS: aaj@aaj.com.jm

WEBSITE ADDRESSES: <http://www.nmia.aero/tender> | www.airportsauthorityjamaica.aero

COLLECTION DATE: Prequalification Documents (hard copy) may be obtained as of **Monday, 2019 March 11** between **9:30 a.m. and 3:30 p.m. EST** at the Front Desk of the AAJ Administration Building located at the address above. An electronic copy may be obtained by submitting a request to aaj@aaj.com.jm

CLOSING DATE: Prequalification Documents shall be deposited in the Tender Box located in the Lobby Area of the Offices of the AAJ by **Thursday, 2019 April 11 at 3:00 p.m.** and shall be addressed as shown below:

Prequalification:
Shoreline Protection Runway 30 End Phase 1 – Norman Manley International Airport Senior Director Engineering, Maintenance & Projects Airports Authority of Jamaica Norman Manley International Airport Palisadoes, Kingston

PREQUALIFICATION OPENING DATE: Thursday, 2019 April 11 at 3:15 p.m.

Prequalification Documents will be opened at the address shown above in the main conference room located at the AAJ Administration Building. **Applicants and their representatives are invited to attend the opening.**

An Invitation to Tender will be issued to the successful entities immediately after the approval of the Prequalification evaluation. The AAJ reserves the right to reject any application or to terminate the prequalification process at any point without incurring any liability to any of the participants.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:

jisadvertising@gmail.com
procurement@jis.gov.jm