



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

August 26, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting a suitably qualified individual to fill the following positions in the Corporate Services Division, Information and Communications Technology Branch.

Software Developer (MIS/IT 5) **2 positions**

Salary: \$4,266,270.00 per annum

JOB PURPOSE

Under the direct supervision of the Web Developer and the general direction of the Director, Information and Communication Technology, the incumbent will support the Software Developer in user interface and user experience (UI/UX) design of the Ministry's websites, software systems, and all other web-enabled platforms developed and/or managed by the ministry. The incumbent will also assist with the development, implementation and management of said systems, in enhancing ICT operations across the Ministry and its portfolio Entities/Agencies. The incumbent will also assist in documenting technical requirements and support user training on newly developed or existing software solutions.

KEY OUTPUTS

- UI/UX designs developed for ministry websites and applications, as well as those of select ministry portfolio entities.
- Ministry websites and internal applications are maintained.
- Software systems and components developed, implemented, and modified as directed.
- User workflows and interface specifications documented.
- Support to the development of technical documentation and requirements provided.
- Programming tasks to support integration and feature development completed.
- User feedback into design improvements incorporated.
- Users trained in new or existing bespoke software solutions.
- Assistance provided in troubleshooting and escalating software issues.
- Activity reports prepared and UI/UX design walkthroughs or demos delivered.

KEY RESPONSIBILITIES:

Technical/Professional Responsibilities

- Designs and/or refines user interfaces and user experiences (UI/UX) for the Ministry's websites, applications and web platforms in alignment with user needs and organizational standards.
- Assists in developing, implementing, and maintaining software systems and applications under the guidance of the Software Developer.
- Supports the maintenance of the Ministry's and select portfolio entities websites and applications ensuring alignment with government guidelines, accessibility and security standards.
- Collaborates with internal teams to translate user requirements into wireframes, mockups, and interface specifications.
- Performs front-end programming tasks and supports integration with back-end systems and third-party tools.
- Participates in testing and debugging activities to identify and resolve software or interface issues.
- Gathers and incorporates user feedback from testing and design reviews to improve usability and functionality.
- Assists in providing training and user support for newly developed or existing software applications.
- Keeps abreast of trends and best practices in UI/UX design and front-end development.
- Advises the Software Developer on potential impacts of new and emerging trends on the usability, design standards, and technical implications of the Ministry's web-enabled and software applications.
- Conducts design walkthroughs and demos to present UI/UX solutions to team members and stakeholders.
- Remains current on ICT and GOJ content management policies, strategies, and guidelines to ensure compliance and support the effective organization, maintenance, and delivery of digital content across Ministry platforms.
- Conducts research on applications and provide results/reports as directed.
- Provides similar support to the ministry's portfolio entities as directed.

Administrative Responsibilities

- Prepares reports on activities at required intervals.
- Documents user requirements and agreed deliverables.

PERFORMANCE CRITERIA

- UI/UX designs are user-centered, aligned with organizational guidelines, and are delivered within agreed timelines.

- Websites, software, and content management systems are designed, developed, implemented, and maintained in accordance with GoJ standards.
- Development tasks are completed on time and follow established coding standards.
- Design walkthroughs and demos are well-prepared, clearly communicated, and effectively support team decision-making.
- Technical documentation and requirements contributions are accurate, organized, and timely.
- Programming tasks are completed with minimal rework and meet the specified requirements.
- User feedback is effectively gathered and incorporated into design or interface updates.
- Activity reports are accurate, complete, and submitted on time.
- User support is provided promptly and professionally.
- Content updates and structures implemented on digital platforms are compliant with GOJ content management standards.
- Trends and changes in UI/UX and front-end development are appropriately identified and communicated to the Software Developer.

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's degree in computer science or equivalent
- Three (3) years' experience in website and application design and development (desktop and mobile).
- Professional certification in relevant information technology areas from a recognized institution would be an asset

KEY COMPETENCIES

Core

- Written Communication
- Oral Communication
- Customer & Quality Focus
- Analytical Thinking
- Problem Solving
- Planning & organizing
- Teamwork
- Compliance
- Methodical

Technical

- Use of Technology
- UI/UX Design & Prototyping
- Front-End Development
- Frameworks/Stacks
- CMS Administration
- Standards & Accessibility (GoJ policies; security hygiene)
- Documentation & Training
- M365/SharePoint/Power Platform
- Knowledge of Data Protection

**Applications accompanied by resume should be submitted no later than
September 10th, 2026 to:**

**The Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

We appreciate your responses; however only short-listed applicants will be contacted.

