

4. Programmer Analyst (Grade 4A)

Scope of Responsibilities

This position reports to the Manager, Management Information Systems and is responsible for designing, developing, testing, implementing and maintaining applications to meet specific customer requirements for optimum performance in all work processes.

Technical Responsibilities

- Modifies existing in-house software in accordance with user/procedural requirements.
- Performs systems analysis to determine problems as relates to the loan processing and loan servicing operations and recommends and implements corrective measures.
- Develops and maintains appropriate user, systems and technical documentation for all processes and procedures.
- Ensures data integrity and the implementation of user testing procedures on all application software to ensure accuracy.
- Troubleshoots and resolves end-users problems and ensures correct operation of personal computers.
- Provides technical and programming support for the continuous upgrade and maintenance of SLB web-site and the FOURGEN Accounting package.
- Monitor all hardware to ensure that they are in proper working condition.
- Installs and configure hardware and implements hardware and software recovery procedures when computers are down.
- Conducts user acceptance testing to ensure easy, quick and accurate use of programmes by the users.
- Provides training in the use of new software applications.
- Evaluates operations and recommends changes in procedure that will enhance user efficiency.
- Ensures compliance with policies and procedures for the safe and effective operations of the information technology systems.

Qualifications and Experience

- BSc. Degree in Computer Science, Management Information Systems
- At least one (1) years' experience in an Information Technology environment.
- Experience in application development and training in the use of programming and case tools development.

Specific Knowledge Required

- Strong knowledge of
 - Relational database concepts using stored procedures
 - Structured Query Language (SQL)
 - Database programming and client server application development, relational database administration and design.
- Knowledge of the Bureau's policies, regulations and practices relating to Information Technology
- Proficiency in the use of computer application software including Microsoft Word, Excel, PowerPoint

Skills, Behaviours and Competencies Required

- Very quick and adept with respect to learning and applying new technologies
- Good presentation skills
- Proficiency in the use of management information systems, computer applications and other relevant information technology packages.
- Demonstrated capability to interface and maintain effective relationships with all departments.
- Excellent oral and written communication skills.
- Detail oriented with logical and methodological approach to problem solving and decision making.
- High level of confidentiality and integrity
- Ability to multi-task and operate within a dynamic environment.
- Methodical, businesslike, meticulous, honest, self-assured and self-motivated

Remuneration Package

- Basic Salary \$1,277,831.00 - \$1,429,655.00 p.a.

Applications along with résumés should be forwarded no later than **Friday, February 16, 2018 to:**

**Manager, Human Resource & Administration Department
Students' Loan Bureau
Sagicor Sigma Building
63-67 Knutsford Boulevard
Kingston 5**

E-mail: hr@slbja.com

We thank all applicants for their expressions of interest, however, only shortlisted candidates will be contacted.

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