



The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security, hereby invites applications from suitably qualified individuals to fill the following position:

PROGRAMMER (BAND 8)

Salary: \$4,266,270.00 per annum

Job Purpose

To design, develop and implement software solutions to enable the different Units/Departments and users in the Authority to carry out their functions effectively and efficiently; and maintain and design the contents of the Authority's website and intranet to ensure currency and accuracy.

Key Outputs

- Web base software application systems designed developed and documented.
- Users trained in using new software.
- Training manual(s) developed.
- Web site and Intranet developed and maintained.
- Individual Work Plan developed.

Key Responsibility Areas:

Technical/Professions Responsibilities

- Participates in the development and implementation of network-wide web-based software solutions for use in the Authority.
- Programme and update the Authority's Intranet and website.
- Performs upgrades and modifications to existing software systems to reflect changing user requirements and technology in a dynamic environment.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Performs user requirement needs to guide software development.
- Develops program flow logic diagram to guide software development.
- Codes and tests software solutions on software development platforms used in house.
- Rolls out custom cloud software to users.
- Trains users in the use of customs and commercial software.
- Research and tests commercial software of interest to the Authority and make recommendations to supervisor.
- Manage the day-to-day operations of the Authority's website and Intranet, including updates, maintenance, and ongoing development.
- Oversee and coordinate content management and user experience and create and maintain a consistent website architectural structure.
- Maintains accurate documentation of all custom developed software solutions including source code and program logic flow diagram.

- Liaises with Heads of Divisions, HR, and Corporate Communications to gather relevant and up to date information for the website.
- Find, diagnose, and fix website problems, including broken links (both internal and external), typographical errors, and formatting inconsistencies.
- Conducts online satisfaction survey to measure level of satisfaction with newly developed/deployed systems.
- Propose and implement system enhancements that will improve the performance and reliability of systems, website usability and functionality.
- Documents software changes to reflect modification, upgrades etc.
- Prepares Individual Work Plan based on strategic alignment with Operational Plan of the Division
- Performs miscellaneous job-related duties as assigned.

Performance Standards

- Software coded and documented to industry standard.
- Users properly trained in the use of custom developed and commercial software.
- Intranet and Website maintained to industry standard.
- Requested changes to the software are promptly dealt with (within a months' time depending on the complexity of the changes) and changes communicated to end users.
- Percentage user satisfaction with the performance of custom-developed software.
- Individual Work plan prepared within agreed timeframe and according to established format.

Required Skills & Competencies

Core Competencies

- Good oral communication skills
- Excellent written communication skills
- Excellent problem-solving skills
- Ability to work in a team
- Demonstrated use of initiatives

Functional/Technical Competencies

- Quick learner and working knowledge of software design, development, and implementation on a network platform
- Working knowledge of the development and use of Client/Server applications
- Good Knowledge of the Windows 2003/2008 network platform
- Good knowledge of SQL Server, VB 6, C-Sharp, PHP, SharePoint, Photo Shop, and .NET (or later versions) platforms
- Good knowledge of Programming concepts and practice
- Working knowledge of Open-Source Platforms and solutions
- Ability to communicate with and understand the requirements of professional staff in the area of specialty
- Ability to code program from program logic diagram
- Good software documentation skills
- Knowledge of current technological developments/trends in the area of expertise

Minimum Required Qualification and Experience

- Bachelor's degree in ICT with emphasis on Software Development.
- Three (3) years of experience in a related field.
- Professional certification (**MCSD, MCPD**) in software development is highly desirable.

Applications accompanied by resumes should be submitted
NO LATER THAN July 4, 2025 to

hrd@fla.gov.jm

or

The Manager,
Human Resource Management & Development
Firearm Licensing Authority
91A Old Hope Road, Kingston 6

Email subject should read **PROGRAMMER.**

ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK.
PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.