

# Government of the Co-operative Republic of Guyana

## Environmental Protection Agency

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<b>Document Name:</b>	Job Description Form	<b>Revision Date:</b>	22/09/2023	<b>Document Code:</b>	EPAJDF-23-09
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<b>Job Title:</b>	Software Programmer/Developer	<b>Job Code:</b>	IT-SP
<b>Department / Division:</b>	Information Technology / Technical Services	<b>Position Type:</b>	Full Time___ Part Time ___ Contractor___ Intern___
<b>Location:</b>	Head Office – Georgetown	<b>Scale Grade:</b>	EP8
<b>Reporting To:</b>	Head of IT		
<b>Supervises:</b>	NA		

### Overall Objective

Design and maintain high-quality software solutions to enhance the efficiency of the Agency’s business processes leading to informed decision making.

### Duties and Responsibilities

1. Review and frequently update software packages using industry best practices.
2. Develop and manage web-portals as required.
3. Use code libraries to simplify the writing of code.
4. Design and develop API’s as needed.
5. Develop tools/programs to automate workflows based on requests from specific departments.
6. Perform all requirements needed for the implementation of automated computer systems for the entire operating cycle.
7. Collaborate with external software developers in the creation of information systems for the Agency.
8. Create and develop codes to allow for operating systems and software integration across the Agency.
9. Find and troubleshoot any errors in the programs, systems, and software used by the Agency.
10. Manage and maintain databases.
11. Provide testing, documentation, training, and support in customized and third-party software products.
12. Secure current and new programs against cyber security threats.
13. Stay up-to-date with the latest software engineering trends and emerging technologies.
14. Any other related duties assigned from time to time.

### Requirements

**Qualifications and Work Experience:**

- A BSc. degree in Computer Science or Computer Programming
- A minimum of four (4) years’ relative experience
- Knowledge in the use of the following software applications: ArcGIS Platform, Power Bi, Excel,
- Programming Language knowledge and experience in the use of the following languages are required: Python, Java, C++, PHP, SQL, Oracle, .Net, Swift

**Competencies:**

- Communication Skills:

Good communication skills and highly motivated in the field of information. The ability to express facts and ideas clearly

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in writing and in speech.

▪ Resource Management:

Computers, software, databases, network equipment and printed material.

▪ Accountability:

Information security and accessibility.

▪ End-user orientation

▪ Aptitude for learning new technology

▪ Strong critical thinking and problem-solving skills

<b>Created By:</b>		<b>Date:</b>	04/03/2023
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