



# EMPLOYMENT OPPORTUNITY

The Statistical Institute of Belize is seeking a resourceful, results-driven and qualified candidate to fill the vacant position of **SOFTWARE DEVELOPER** for a **ONE-YEAR PERIOD**:

**Reports to:** Manager, Systems Development and Data Processing Department

**Duty Station:** Belmopan

## Essential Duties and Responsibilities:

- Identify, understand, and document stakeholders' requirements.
- Arrange project requirements in programming sequence by analyzing requirements, preparing a workflow chart and database entity relationship diagram using knowledge of system capabilities, subject matter, programming language, and logic.
- Program web applications by encoding project requirements in computer code.
- Confirm program operation by conducting tests and modify program sequence and/or codes based upon the test results.
- Write and maintain program documentation.
- Train users with the execution of any program he/she may have developed.
- Assist in maintaining computer systems and programming guidelines in the form of written policies and updated guidelines.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- Keep operations, procedures and information confidential and secure.
- Develop and maintains applications and databases by evaluating needs analyzing requirements and developing software systems.
- Develop, maintain and run consistency checking applications on an as needed basis.
- Represent the Institute on committees and at meetings, workshops and conferences locally and abroad.
- Assume responsibility for the Institute's assets assigned for the execution of the duties of the substantive post.

## Education and Experience:

- Bachelor's degree in Information Technology, Computer Science or a related field.
- A proven track record in software development will be an asset.
- Thorough understanding of software design, software debugging, software development fundamentals, software documentation, software testing, software requirements, software development process and database design.

## Key Competencies:

- Demonstrates passion and commitment to keeping current in technology by keeping up-to-date with web development industry trends and best practices.
- Possess a high degree of initiative, commitment, is detailed and results oriented and highly self-motivated.
- Ability to communicate effectively, both orally and in writing
- Ability to analyze a concern from various perspectives and recommend a solution that balances the needs of the Institute with costs to implement a change in systems
- Very meticulous, thorough and careful when programming and dealing with Institute data and databases. Remains conscious at all times of the impact of error on Institute data.
- Demonstrates ability to work both independently and as a team member: an individual with good interpersonal skills who readily participates, shares information and supports team decisions.
- Strong analytical, organizational and multi-tasking capability needed to juggle many-conflicting priorities; ability to remain objective and calm under pressure.
- Demonstrated analytical and problem-solving skills.
- Ability to translate complex technical issues into common language.

SIB offers a competitive salary. Application together with curriculum vitae, two (2) recent references letters, and certified copies of academic transcripts and certificates and a recent police record must be submitted by **Friday, May 3<sup>rd</sup>, 2024** to:

**HUMAN RESOURCE MANAGER**

**Statistical Institute of Belize**

1902 Constitution Drive, Belmopan

Email Address: [esantos@mail.sib.org.bz](mailto:esantos@mail.sib.org.bz)

Ref: **SOFTWARE DEVELOPER**

**All applications will be held in strict confidence**

***Only shortlisted applicants will be contacted for an interview***