Bank of Guyana

Job Title	Website Officer	Position Type	Full Time
Department	Information Services Department	Level	Intermediate
		Min. Expr Required	

Job Summary

Reporting to the Head of Development Unit, Information Services Department, this individual will be responsible for development and maintenance of the Bank's Corporate Intranet and websites. This includes managing web, mail, ftp and other related servers thereby enhancing the information and communication capability of the Bank. The incumbent will also be required to participate in the development of web-based line-of-business software applications that support various business processes.

Duties and Responsibilities of the Website Officer

1. Define, create and maintain a consistent website architecture, interface design, information architecture, and content requirements.

2. Ensure a consistent look and feel across the websites by promoting uniform fonts, formatting, icons, images and layout, and creating appropriate templates to assist content suppliers.

3. Assess other central banks' websites as regards content, look and feel, and functionality, and make recommended improvements to the organization's website.

4. Recommend and implement enhancements and modifications to the websites (both internal and external).

5. Develop, implement, and adhere to regular website maintenance policies and procedures, including change request and update/maintenance schedules.

6. Create and maintain an archive for website templates, images, and older versions of the website and its content.

7. Develop and integrate graphical and multimedia components into the website, including audio and video, with due regard paid to appropriate compression techniques, resolution, sizes, colour maps, and depths to ensure high quality and speed of delivery.

8. Install and configure web servers and associated programs, and establish appropriate server directory trees.

9. Develop, code, install, test, debug and document web applications using appropriate editors.

10. Design, develop and update databases as they relate to web applications.

11. Diagnose and troubleshoot problems with existing web-based applications and websites. This includes finding, diagnosing and fixing website problems, including broken links (both internal and external), typographical errors and formatting inconsistencies.

12. Set and enforce compatibility and interoperability standards that ensure site accessibility for users with older browser versions as well as low-speed connections.

13. Manage the acquisition and ongoing maintenance of the organisation's domain names with the appropriate registrars.

14. Track and evaluate new standards, technologies, trends and issues in the development, design and delivery of websites and web-based applications.

15. Receive and respond to all e-mail messages for the Webmaster in a timely and courteous fashion.

16. Analyse, report on and take action on website user feedback.

17. Monitor, analyse and report on website traffic, and ensure security of all websites and related applications.

18. Any other support and related duties, consistent with the work of the Department, assigned by the supervising officer.

Qualifications

1. Degree in Computer Science, Computer Engineering, Information Systems, Web Design and Development or related field and at least two (2) years' relevant IT experience in web development, website maintenance and multimedia development at an enterprise or professional or level.

2. Diploma in Computer Science, Computer Engineering, Information Systems, Web Design and Development or related field PLUS the Master Certified Internet Webmaster (CIW) Web Site Manager Certification and at least two (2) years' relevant IT experience in web development, website maintenance and multimedia development at an enterprise or professional level.

3. Degree in Electrical Engineering, Business Communication, English Language or Management and at least three (3) years' relevant IT experience in web development, website maintenance and multimedia development at an enterprise or professional level.

4. Diploma in Computer Science, Computer Engineering, Information Systems, Web Design and Development or related field and at least four (4) years' relevant IT experience in web development, website maintenance and multimedia development at an enterprise or professional level.

Knowledge and Experience

1. Good knowledge of Web technologies, protocols, and tools including HTML, XML, CSS, Flash, HTTP, HTTPS, FTP, TCP/IP, SMTP, POP and IMAP.

2. Strong understanding of other Internet programming languages, including PHP, ASP, ASP.NET JavaScript (including JQuery), Visual Studio (particularly C# and VB.Net) and Structured Query Language (SQL).

3. Working knowledge of web authoring, development and publishing tools.

4. Ability to conduct research into emerging (latest) web-related Internet technologies and programming languages.

5. Experience with computer graphic and multimedia design.

6. Comprehensive experience with all aspects of website content management.

7. Sensitivity to browser compatibility issues.

8. Hands-on experience with web-database integration and a range of database platforms, including Microsoft SQL Server and MySQL.

9. Experience in gathering, analysing and meeting business requirements.

10. Understanding of basic project management principles.

11. Good understanding of the organisation's goals and objectives.

12. Excellent knowledge of applicable data privacy practices and laws.

13. Highly self-motivated and directed paying keen attention to detail.

14. Proven analytical and problem-solving abilities.

15. Ability to effectively prioritise and execute tasks in a high-pressure environment.

16. Good organisation and follow-up skills.

17. Excellent documentation skills.

Interaction

The incumbent will be required to possess strong interpersonal skills and the ability to effectively communicate with staff at all levels including the Editorial Committee on a regular basis. He/she will report to the Head of Development Unit on a regular basis to provide updates on progress and to receive guidance.

Interested persons should submit their job application and a detailed Curriculum Vitae to the Bank not later than
WEDNESDAY, JANUARY 31, 2024 and should be addressed to:

THE DIRECTOR
HUMAN RESOURCES & ADMINISTRATION DEPARTMENT
BANK OF GUYANA,
P. O. BOX 1003,
1 CHURCH STREET & AVENUE OF THE REPUBLIC,
GEORGETOWN.

We regret that responses will not be sent to applicants who do not satisfy the Minimum Qualification Requirements for this position.