

CEAC Outsourcing Company Limited is currently seeking a qualified and experienced candidate to fill the position **Programmer Analyst/Webmaster** for our client, **The Students' Loan Bureau**.

QUALIFICATIONS

- Bachelor's Degree in Information Technology or equivalent, with a major in Programming.
- Three (3) years' experience in a similar position.

SPECIFIC KNOWLEDGE

- Knowledge of programming languages.
- Knowledge of website development methodologies.
- Knowledge of software development methodologies.
- Knowledge of web and software security protocols and best practices.
- Knowledge of UX design principles and best practices.

RESPONSIBILITIES

Planning

- Contribute to the development of the Corporate Services Branch's annual strategic planning process, resulting in the Branch's cascaded strategic plan and scorecard.
- Update, in conjunction with direct supervisor, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and scorecard.
- Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

Execution

- Develop and maintain the Bureau's website, ensuring it is up-to-date, user-friendly, and visually appealing.
- Collaborate with stakeholders to design and develop software solutions that align with the Bureau's business objectives and meet end-user needs, ensuring that the solutions are cost-effective, efficient, and scalable.
- Write, test, and maintain high-quality software code using programming languages such as Java, Python, or C++, ensuring that the code is well-documented, maintainable, and optimized for performance.
- Ensure software and web applications are secure, scalable, and reliable.

- Troubleshoot and resolve software bugs and technical issues, ensuring that all issues are addressed in a timely manner and with minimal impact on end-users.
- Develop and maintain documentation related to software design, development, and maintenance, ensuring that all documentation is accurate, up-to-date, and accessible to relevant stakeholders.
- Collaborate with cross-functional teams, including IT, marketing, and customer support, ensuring that the Bureau's website and software solutions are integrated and aligned.
- Manage and maintain the Bureau's content management system and ensure its functionality, ensuring that all content is organized and easily accessible.
- Monitor website traffic and performance metrics to identify opportunities for improvement and optimization, ensuring that the Bureau's website and software solutions are optimized for performance, speed, and usability.

Monitoring and Reporting

- Contribute to the preparation of the Technology Section's monthly performance report in the scorecard format, attend the monthly branch strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.

SALARY RANGE: \$4,266,270 - \$5,737,658

Apply: recruitment@slbj.com