



**THE GOVERNMENT OF ST CHRISTOPHER AND NEVIS**

Ministry of Information, Communications, Technology and Posts

P.O BOX 186,

National ICT Center, #3 C. A. Paul Southwell Industrial Site

Basseterre, Saint Kitts

**TEL: (869) 465- 2521 ext 467-1281/1607 EMAIL: pssec.moient@gov.kn**

**Ministry of Information, Communications, and Technology and Posts**

**Job Description**

**Job Title:** Digital Development Officer

**Work Location:** National ICT Center, C.A.P. Southwell Industrial Site

**Division/Department:** Department of Technology

**Reports to:** Coordinator Development, Digital Training Unit

Full-time  
 Part-time

**Description of Post:**

The Digital training unit is responsible for providing digital skills training for public officers, managing a set of rental spaces at the National ICT Centre (NICTC), and overseeing the use of the Examination Centre at the NICTC. The person in this role within the Digital Training Unit (DTU) is responsible for rapid development of solutions for public sector processes, proctoring examinations, and handling requests for rental spaces at the National ICT Centre.

**Duties and Responsibilities for the post include but are not limited to the following:**

**A. Solutions Development**

1. Explore the possibilities of rapid development tools on Office365.
2. Develop digital solutions using applications within the Office365 suite.

**B. Exam Proctoring**

- Remain up to date with relevant training.
- Prepare for and proctor examinations in line with requirements set by exam providers.
- Report on usage of exam room for certifications

**C. Space Management**

- Respond to client for spaces and update room management system.
- Prepare rooms, furniture and equipment for events.
- Assist guests and facilitators with technical and other challenges during meetings.

D. Any other duties and responsibilities that may be assigned.

**Education and/or Experience:**

The Applicant must have the following skills:

- At least an Associate Degree in the field of Computer Science or a related discipline.
- OR at least an Associate Degree in any discipline of the physical / life sciences (Chemistry, Biology, Environmental Science, Geography)

**Knowledge and Skills**

- Ability to manage projects with multiple stakeholders.
- Knowledge of educational paradigms and best practices.
- Ample knowledge of tools used to deliver online courses.
- Ability to handle conflict in a mature manner with the aim of reaching a speedy resolution.
- Communicates well through written and verbal modes.
- Has a demonstrated capacity for analysis and critical thinking.
- Is an independent thinker.
- Has an interest/ experience in experimentation and problem solving within defined constraints.
- Works well on teams of persons with diverse backgrounds.
- Has a hunger for learning and overcoming challenges.
- Is highly self-motivated and possesses an exceptional work ethic.

**Salary:** K22-K27/ K28-K32 (\$38,148-\$47,388)/ (\$49,308- \$57,288) per annum

**Please send applications to:**

**Permanent Secretary  
Ministry of Information, Communications, and Technology  
P O BOX 186,  
NATIONAL ICT CENTER, #3 C. A. PAUL SOUTHWELL INDUSTRIAL SITE  
BASSETERRE, SAINT KITTS**