

WEB DEVELOPER

Position: Web Developer

Current incumbent: -

Division: -

Location: Belize / Belmopan

Supervisor: Senior IT Officer

Department/Unit: Information Technology

Level: L3 – Officer

Last revised: October 27, 2024

PRIMARY FUNCTION:

The Web Developer will aid in development, maintenance and documentation of new or existing projects and provide technical support – as needed. The ideal candidate must have extensive knowledge of object-oriented programming, Server Administration and technological trends in development. The web developer must also be willing to travel, to assist with events or training when needed.

ESSENTIAL DUTIES & RESPONSIBILITIES:

A Web Developer's responsibility should include, but not be limited to:

Web Application Development & Maintenance

- Design, develop, test, and maintain new and existing web applications and digital platforms.
- Ensure all applications meet functional, security, and performance standards.
- Implement updates, patches, and enhancements based on evolving business requirements.

Documentation & Version Control

- Develop and maintain comprehensive technical documentation for all systems, including architecture, configuration, and user manuals where applicable.
- Maintain version control of application source code using Git or equivalent systems.

Server & Hosting Management

- Configure and manage in-house development/testing environments and production hosting servers (both on-premise and cloud-based).
- Monitor system uptime, backups, and performance metrics to ensure reliability and efficiency.

Technical Support

- Provide technical assistance and troubleshooting for internal users and external clients related to web applications.
- Support live systems during organizational events, training sessions, or conferences, including on-site IT support as required.

Digital Transformation & Innovation

- Identify and propose opportunities for digitalization and process automation across departments.

- Research, test, and recommend emerging web technologies, frameworks, and tools that enhance organizational efficiency and service delivery.
- Evaluate cost-effective ICT solutions aligned with organizational objectives.

Collaboration & General IT Support

- Support in additional IT-related duties as assigned by the Senior IT Officer

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements that follow are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education & Experience

- Minimum of Associates Degree in Information Technology Systems, or equivalent
- Minimum of two (2) years of experience in IT related field
- Information Technology Certifications if any relating to web development

Knowledge & Skills

- Has some familiarity with Linux Operating System such as fedora or ubuntu
- Possess strong knowledge in PHP Object oriented programing
- Has strong knowledge in HTML, CSS, JavaScript and jQuery.
- Has familiarity with UI frameworks such as Bootstrap and Tailwind
- Is familiar with version control software (ex. Git)
- Some experience using Laravel or CodeIgniter (A plus but not mandatory)
- Knowledgeable about web servers and basic configurations (ex. Apache and Nginx)
- Has some familiarity with Docker Containers
- Possess good problem-solving and decision-making skills
- Possess good troubleshooting skills
- Effective verbal, presentation, and listening communications skills
- Effective written communications skills
- Ability to keep sensitive information confidential
- Possess excellent organizational and time management skills
- Understand the basics of networking and routing
- Drive to partake in self-development courses to keep up to date with fast-changing technological trends

Key Competencies & Attitudes

- Highly analytical
- Team player
- Self-starter
- Flexible
- Multi-tasker

- Dependable
- Honest
- Mature
- Sound work ethics
- Detail oriented
- Diligent
- Proactive and strategic thinker

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to sit and reach with hands and arms. The incumbent is occasionally required to walk, use hands or finger, handle, or feel objects, tools or controls, stoop, kneel, crouch and talk or hear.

The incumbent will have his/her own office area and will be equipped with standard office equipment. The office will be at a moderate temperature with a noise level of low to moderate. The incumbent is required to work a standard work week (40 hrs.); however, there may be times when he/she will be required to work evenings, weekends, and overtime to accommodate activities that are directly related to BELTRAIDE.