NATIONAL COOPERATIVE CREDIT UNION [NCCU] LTD

VACANCY NOTICE

PROGRAMMER ANALYST – HEAD OFFICE, NCCU LTD

The National Co-operative Credit Union (NCCU) Ltd invites applications from suitably qualified applicants for the position of Programmer Analyst.

SUMMARY OF RESPONSIBILITIES

The Programmer Analyst will:

a) Develop computer programmes to enhance the efficient use of the National Cooperative Credit Union (NCCU) Ltd's systems and produces requested reports for the NCCU Ltd.
b) Be responsible for analysing, designing and coding programming solutions for problems submitted by users.
c) Provide user application support
d) Research, evaluate and recommend solutions and appropriate technology to meet the needs of users.
e) Prepare detailed workflow charts and diagrams that describe input, output and logical operation and convert them into a series of instructions coded in a computer language
f) Write, analyse, review and re-write programmes, using workflow chart and diagram and applying knowledge of computer capabilities, subject matter and symbolic logic.
g) Develop and maintain documentation in an effort to provide clear understanding of the purpose and operational procedures of the programme
h) Maintain a catalogue of all software programs and reports
i) Maintain historical records by documenting programme development and revisions
j) Confirms programme operation by conducting tests, modifying programme sequence and / or codes.
k) Train users of the functional aspects of new and modified programmes
l) Prepare reference for users by writing operating instructions
m) Troubleshoot system and application problems

(A)   **QUALIFICATIONS & EXPERIENCE REQUIRED**

a) B Sc Degree in Information Technology or Computer Programming
b) Appropriate professional qualification in Hardware Maintenance, Programming, Information or Computer Science
c) Working Knowledge of operations of Information Technology Systems and in particular, micro-computer-based systems
d) Minimum of two (2) years practical experience in a software programming and analysis field.
e) At least four (4) years of working experience in a financial services environment or a Credit Union would be an asset.
f) Previous experience in application development.
g) Excellent analytic skills.
h) Attention to detail.
i) Solid background in SQL Server, Java, C#, ASP.NET and HTML
j) Other relevant qualifications

(B)   **SKILLS AND OTHER ATTRIBUTES**

(i) Excellent communication skills, both oral and written
(ii) Demonstrated ability to work well with others
(iii) Excellent interpersonal skills
(iv) Experience in planning, organizing and coordinating programmes
(v) Ability to transfer knowledge and skills

All interested applicants should submit applications to:

The Human Resource Manager
National Co-operative Credit Union Ltd
31 – 37 Independence Street
P O Box 175
Roseau, Comm. of Dominica

DEADLINE FOR RECEIPT OF APPLICATIONS IS MONDAY, 16th DECEMBER 2024