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## **National Centre for Information Technology**

64, Kalaafaanu Hin'gun, Male', Republic of Maldives

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Date: 08<sup>th</sup> May 2024

Announcement Reference no: (IUL)164-HR/1/2024/40

Project	Digital Development Project
Position	Software Engineer
Vacancy	01
Type of Contract	Individual
Duration	24 Months (with the potential extension based on need and performance)

### **Terms of Reference**

#### **A. BACKGROUND**

The Ministry of Homeland Security and Technology (Ministry) through the National Centre for Information Technology (NCIT) is implementing the Digital Development Action Plan from the National Resilience and Recovery (NRR) Plan of the Government. The Project will be managed by the Project Management Unit (PMU) setup within NCIT and reporting to and working under the guidance of the Ministry.

The aim of the Project is to deliver on the digital development pledges of the Government, establishing the foundational components to drive the development of digital government, digital economy and digital society. The Project will prioritize the establishment of a government technology stack and open data platform, enhancing government productivity, enable work from home and hybrid workplaces, enhancing the regulatory framework for digital development, and digital transformation of health and national care systems.

#### **B. OBJECTIVES OF ASSIGNMENT**

The Ministry intends to hire a Software Engineer. The Software Engineer will work for the PMU, which has been established for the implementation of the Project. The Software Engineer will work as part of a team to support the team leader in the design, implementation, and overall management of the assigned digital service products.



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### C. OVERALL RESPONSIBILITY

The overall responsibilities of the Software Engineer include, but is not limited to the following:

1. Develop, test, deploy, bugfix and support software platforms;
2. Follow best practices in Software Development with a special emphasis on Test Driven Development (TDD).
3. Write, revise and maintain software program documentation, operations documentation, and user guides in accordance with standards.
4. Support the Senior Software Engineer and Project Coordinator in planning, management and reporting on the progress of implementation of the assigned digital service products in accordance with the Digital Development Action Plan by the Ministry.

### D. SCOPE OF SERVICES

The position is within the PMU of NCIT and will be under the supervision of the Senior Software Engineer leading the team assigned for the digital service product. In addition, his/her duties will include, but will not be limited to:

1. With the guidance from Senior Software Engineer design, code, test, debug and maintain the assigned digital service products.
2. Determine operational feasibility by evaluating analysis, problem definition, requirements, solution development and proposed solutions.
3. Write, revise and maintain Standard Operating Procedures, software program documentation, operations documentation, and user guides following standards practiced by NCIT. The documentation must be clear and detailed and should use tools such as UML, flowcharts, layouts, diagrams, charts, code comments and clear code.



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4. Ensure and enforce that all development activities are carried out in accordance with the set standards in the organization and fully adhere to change and configuration management best practices set forth by the Project Coordinator.
5. Prepare and install solutions by determining and designing system specifications, standards and programming.
6. Work collaboratively with other departments and divisions to achieve organizational goals and accomplish the organization's mission by completing related results as needed.
7. Collaborate with the team to brainstorm and create new products.
8. Any other duties that may be assigned from time to time.

#### E. QUALIFICATIONS AND EXPERIENCE

1. First Degree / Professional Certificate in Computer Science or related field, with one or more years in a related field.
2. Must have work experience in designing and developing software solutions using;
  - i. either PHP or .NET or Java or NodeJS with
  - ii. either MySQL or Postgres or MSSQL or MongoDB or MariaBD or Oracle.

#### F. ADDED ADVANTAGE - ADDITIONAL SKILLS/EXPERTISE

1. Experience in any PHP web application framework.
2. Proficient understanding of SQL.
3. Good graphics skills and knowledge in UI design.
4. Project Management Skills.
5. Time management skills with the ability to meet deadlines.



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## G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 24 months with the potential extension based on need and performance.

This position is based at the PMU at the National Centre for Information Technology.

## H. REMUNERATION AND OTHER BENEFITS

1. MVR 25,300 per calendar month.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by the Ministry.
3. Participate in the “Maldives Retirement Pension Scheme”
4. Ramadan Allowance
5. Leave in accordance with the rules and regulations of Maldives.

## I. REPORTING OBLIGATIONS

The Software Engineer:

1. The role is based within the Project Management Unit and will be required to provide support to internal and external customers.
2. Shall report directly to the Senior Software Engineer on all aspects of the assigned digital service products throughout the duration of the contract.
3. Is expected to report to work on weekdays from 0800 – 1400 hours other than public holidays and provide services for an average of 44 hours a week.
4. Shall provide all the necessary reports and updates to the Project Coordinator and Project Director whenever needed.
5. Is required to report to work in official attire.



#### J. SERVICES AND FACILITIES

1. Office space and other facilities such as computers will be provided as required.

#### K. SELECTION CRITERIA

1. The Software Engineer will be selected based on the following criteria's

<b>Criteria</b>	<b>Points</b>
Educational Qualification (Section E)	10
Work Experience (Section E)	30
Additional Skills/ Expertise (Section F)	20
Interview	40

#### L. APPLICATION

1. Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
2. Copy of National ID Card
3. Accredited copies of Academic Certificates (Only documents accredited by Maldives Qualification Authority will be accepted)
4. Certificates/ Letter of completion from the university together with a written document from Maldives Qualification Authority stating that the course completed is accredited to a certain level.
5. Employment Verification Letter from previous employer(s), detailing the works carried out, details of technologies and equipment involved in the work and duration of the responsibilities.
6. Candidates must submit additional documents to prove expertise/experience in areas highlighted in section



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#### M. SUBMISSION

Interested candidates may email their proposals on or before 1330 hours of 16<sup>th</sup> May 2024 (Thursday) to the following address. Note that the time that the email is received will be considered as an on-time submission.

Human Resource Section

jobs@ncit.gov.mv

National Centre for Information Technology

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