

## Terms of Reference Software Developer

### Introduction

To strengthen the overall mechanism to manage the internal and external services provided by the Ministry, the Ministry has decided to revamp and implement new online web applications.

### Scope of work

With the overall guidance and direction from MED, the consultant is required to work with the existing team to develop web-based systems to automate services provided by the Ministry internally and externally. Key services identified to be developed are listed in Annex 1 of the TOR.

In developing the new ICT systems, the consultant should recommend design methods to improve user friendliness, system performance and versatility of the systems developed. The consultant is also encouraged to make recommendations on improving the process flows.

In developing the IT system, the consultant shall give due consideration to the following aspects.

- Draw business or individual information from existing master databases managed by the government (e.g. BOLI software system to verify registered businesses, DNR database for individual information, business permits issues from other regulatory authorities etc.)
- Ensure that the new databases developed under this consultancy are compatible with other systems that will be integrated within the systems (e.g. Pension systems data).
- Ensure that new databases developed are structured in such a way such that it easier to manage and optimize system performance.
- In developing the IT system factor in the system gaps already identified and consult with both internal and external users, senior officials of MED to ensure systems developments are made in line with policy and legal parameters and taking into consideration the view of users.
- Design and develop the IT system in a manner that will enhance system efficiency and facilitate optimization of end users experience.

**Experience/ Skills/Qualification Requirements:**

The developer should have a degree in Software development or related field with minimum of 3 years of experience and should be fluent in PHP / Laravel Framework and MySQL database server environment. Having worked in similar information system projects and other programming languages will be an added advantage. The developer will work in collaboration with Ministry of Economic Development (MED) software development team to bring the required enhancements to the existing systems and other systems that are developed and maintained by MED.

The programmer shall, under the guidance of MED software development team, carry out the design, develop and implement the enhancements to reflect the current updates to the Ministry policy and procedural changes.

**Immediate Supervisor and reporting:**

On a day-to-day basis the successful candidate will report to the designated official of Ministry of Economic Development and shall report to other relevant officials in the Ministry of Economic Development as instructed by the Permanent Secretary.

**Contract Duration:**

12 months from the date of contract signing.

**Monthly Remuneration package inclusive of all benefits:** MVR 25,000.00

**Working Hours** – 8:00am - 4:00pm weekdays with 1-hour lunch break. The successful candidate shall be available to work in the Ministry premises during Government official working hours.

**Work station:** Ministry of Economic Development

**Application deadline** – 11<sup>th</sup> March 2020 before 12:00hrs. Send all applications in a sealed envelope addressed to Human Resource Unit of Ministry of Economic Development with CVs, copy of National ID card, copies of certificate and reference letters of any previous jobs. In the envelope, clearly label as “Software Developer”. For further information or queries write to [hr@trade.gov.mv](mailto:hr@trade.gov.mv) or contact 3323668 during weekdays from 8am-2pm.

*Note: Only shortlisted candidates will be contacted for an interview. The shortlisted candidates will be subjected to a face to face interview and practical test.*

## Annex 1 – Specific outputs to be delivered

Function	Scope
1. Job Centre portal enhancements	<ul style="list-style-type: none"> <li>• Work with external developers in improving and implementing new features and enhancements to the existing portal.</li> <li>• Reviewing and testing source code.</li> <li>• Coordinate with internal and external stakeholders in testing and implementing the new and updated features in the live environment.</li> <li>• Support in bug fixing by working with external developers.</li> </ul>
2. Intranet	<ul style="list-style-type: none"> <li>• Develop an intranet web app to share information effectively within the Ministry.</li> <li>• Identify ways to ease communication, collaboration and document sharing for people within the Ministry through intranet by collecting requirements of all stakeholders.</li> <li>• Designing and implementing the intranet.</li> </ul>
3. Admin/Finance system	<ul style="list-style-type: none"> <li>• Identify flaws in the current system.</li> <li>• Identify and implement new features and enhancements to improve the existing system.</li> </ul>
4. Ad hoc support	<ul style="list-style-type: none"> <li>• Bring other enhancements to the systems, that are maintained by MED, to reflect the current updates to the Ministry policy and procedural changes.</li> </ul>