ToR

Programmes Developer

Vacancy

Ministry of Education

Queen Rania Centre for Education and Information Technology

2024

Job Title:

1. **Programmer (ASP.NET + PHP)**
2. **Databases Administrator**

Location:

Queen Rania Centre for Education and Information Technology

Ministry of Education, [Amman, Jordan]

Reporting to:

Information Technology Manager, Queen Rania Center for Education and Information Technology

Duration:

[Contract One Year] with possible extension based on performance and project requirements.

1. Background

The Ministry of Education, through the Queen Rania Centre for Education and Information Technology, is committed to enhancing educational services using modern technologies. This centre plays a crucial role in developing and maintaining digital platforms that support the educational system in Jordan.

The centre requires skilled programmers to contribute to the development and maintenance of web-based applications, systems, and platforms.

As part of this process, a Data-Based Administrator is needed to ensure the effective management, organization, and security of the organization's data systems

2. Objective

The primary objective of this role is to design, develop, implement, and maintain web applications and systems using ASP.NET and PHP.

The selected candidates will work closely with the IT team to ensure that the digital solutions meet the educational needs and are aligned with the Ministry's strategic goals.

The primary objective of the Data-Based Administrator is to oversee the MoE databases and data systems, ensuring data integrity, security, and availability. They will also play a key role in supporting data analysis and reporting needs.

3. Key Responsibilities

3.1 Developers:

1. Application Development:

- Design, develop, test, and maintain web applications using ASP.NET and PHP.

- Work on both front-end and back-end development to ensure seamless functionality.

- Develop APIs and integrate third-party services as needed between MoE and MoDEE through GSB policy.

- Optimize and enhance existing systems for better performance and scalability.

2. Technical Documentation:

- Create and maintain detailed technical documentation for all developed systems and applications with detailed description for all functions and procedures and ER for DB.

- Ensure that all documentation is updated as systems evolve.

3. Troubleshooting and Support:

- Provide technical support and troubleshooting for existing applications even though some are legacy systems like HR and Examination system.

- Identify, diagnose, and fix bugs or issues in a timely manner.

- Collaborate with the IT support team and MoE employees to resolve user issues.

4. Quality Assurance:

- Conduct thorough testing of applications to ensure they meet the required standards as MoDEE and National Cyber Security Requires

- Implement best practices for coding and software development to ensure high-quality deliverables.

3.2 Database Administrator:

The Data-Based Administrator will be responsible for the following tasks:

1. Database Management

- Design, implement, and maintain databases to meet MoE needs.

- Optimize database performance, troubleshoot issues, and ensure data consistency and best performance.

- Regularly back up and recover data to prevent loss.

2. Data Security

-Develop and implement data security measures to protect sensitive information with compliance with MoDE and National Cyber Security Centre standards.

- Monitor systems for potential breaches and ensure compliance with data protection regulations.

3. Data Quality and Integrity

- Perform regular audits to ensure data accuracy and completeness.

- Establish and enforce data governance policies.

4. Support for Data Analysis and developers

- Provide support for data analysts and Developers in QRC and other stakeholders by ensuring accessibility to required datasets.

- Assist in creating dashboards and reports as needed.

5. Documentation and Training

- Document database structures, processes, and changes.

- Provide training and support to staff on data-related tools and best practices.

4. Qualifications

4.1 Developers:

1. Education:

- Bachelor's degree in Computer Science, Information Technology, Software Engineering, or a related field.

2. Experience:

- Proven experience (at least 3-5 years) in developing web applications using ASP.NET and PHP.

- Experience with front-end technologies (HTML5, CSS3, JavaScript, jQuery, Angular, etc.).

- Experience with databases (SQL Server, MySQL, etc.).

- Knowledge of version control systems (e.g., Git).

3. Technical Skills:

- Proficiency in ASP.NET (C, MVC, Web API).

- Proficiency in PHP and related frameworks

- Understanding of web services development (As eGov Projects is a main issue)

- Strong understanding of security practices in web development to be aligned with MoDEE and National Cyber Security Centre Requirements.

4. Soft Skills:

- Excellent problem-solving and analytical skills.

- Strong communication skills, both written and verbal.

- Ability to work both independently and as part of a team.

- High attention to detail and commitment to delivering quality work.

5. Preferred Qualifications

- Master's degree in a related field.

- Certifications in ASP.NET and/or PHP.

- Experience working in the education sector or on educational technology projects.

- Knowledge of cloud platforms (e.g., AWS, Azure).

4.2 Database Administrator

1. Education:

-Bachelor's degree in Computer Engineering, Computer Science, Information Technology, or a related field.

2. Experience:

- Proven experience (at least 3-5 years) as a Database Administrator, Data Manager, or similar role.

3. Technical Skills:

- Proficiency in database management systems such as SQL Server, MySQL or any DB MoE use.

- Knowledge of data protection regulations (e.g., GDPR, HIPAA).

4. Soft Skills:

- Excellent problem-solving and analytical skills.

- Strong communication skills, both written and verbal.

- Ability to work both independently and as part of a team.

- High attention to detail and commitment to delivering quality work.

- Strong analytical, problem-solving, and organizational skills.

4. Submission

Interested candidates should submit their resume, a cover letter, and any relevant certifications by September 2024 to Queen Rania Centre.

Shortlisted candidates will be contacted for an interview.

This ToR outlines the general responsibilities and qualifications required for the position. It is not an exhaustive list, and additional tasks may be assigned based on the QRC needs.