



## Job Description

Position Title	Officer, Web Forms & Workflow Development
Department	Information Technology
Reporting To	Manager Web and UX Design
Type of Position	Full Time / Contractual

### **POSITION DESCRIPTION**

Analysis, design and development of web forms & workflows for academic and administrative departments of the institution.

### **DUTIES AND RESPONSIBILITIES**

- ✓ Manage the work for requirements design, configuration, technical specifications, integration, data migration, testing, UAT, documentation, training, roll out plans, pre & post implementation setups/configuration and support.
- ✓ Train, communicate and collaborate with business users to analyze information needs and functional requirements. Coordinate with users for process descriptions, system details, interface details and business rules.
- ✓ Analyze specifications, design functional and technical solutions using Jot form, WordPress, SharePoint, Workflows, JavaScript, JQuery, XML, REST API, Microsoft Power Automate and related technologies.
- ✓ Code, test, debug and implement solutions.
- ✓ Provide technical/functional and QA support for web site, intranet, enterprise applications.
- ✓ Prepare technical, user and training documentation.
- ✓ Conduct user training and provide support as necessary.
- ✓ Performed other departmental duties as assigned.
- ✓ Managing and supporting academic and administrative applications.
- ✓ Any other task assigned by 'Line Manager'

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Bachelor of Computer Science/IT or equivalent qualification
Required Experience	✓ Preferred 1-year experience in relevant field.

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**REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Jotform	High
2.	Word Press	Medium
3.	MS SharePoint	Medium
4.	JavaScript, JQuery, CAML, XML	Medium
5.	Documents Management	low
6.	QA	Medium
7.	Interpersonal Communication	High
8.	Understanding of Workflows	Medium

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Verified By (For HR Only)

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Line Manager (If Any)

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Head of the Department

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