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| Ref #: IT/SD&S/                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                            |
| <br><b>Government of Trinidad and Tobago</b><br><b><u>JOB DESCRIPTION</u></b><br><b>CONTRACTUAL POSITION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                            |
| <b>JOB TITLE: WEB DESIGNER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                            |
| <b>JOB SUMMARY:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |
| <p>The incumbent is required to create, maintain, and update engaging, user-friendly, and accessible websites for key stakeholders of the Ministry/Department, particularly members of the public. It also includes ensuring that the Ministry/Departments web presence aligns with government standards and effectively communicates the Ministry's initiatives and services to the public.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |
| <b>REPORTS TO:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Manager, Communications/designated officer |
| <b>SUPERVISION GIVEN TO:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | n/a                                        |
| <b>DUTIES AND RESPONSIBILITIES:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |
| <ul style="list-style-type: none"> <li>▪ Designs and develops intuitive, visually appealing, and accessible websites for various government ministries.</li> <li>▪ Creates UX/UI designs that facilitate easy access to information and services for all citizens, including those with disabilities.</li> <li>▪ Works with content creators to ensure that web content is current, relevant, and aligned with government communication standards.</li> <li>▪ Develops features that enhance citizen engagement, such as feedback forms, surveys, and interactive elements.</li> <li>▪ Ensures all designs comply with government standards for digital communication, including accessibility guidelines and branding requirements.</li> <li>▪ Collaborates with Information Technology and other departments to integrate necessary functionalities and content.</li> <li>▪ Conducts regular testing for usability, accessibility, and responsiveness across various devices and browsers.</li> <li>▪ Monitors, analyses, and reports on web traffic and user engagement metrics and uses this data to inform design improvements.</li> <li>▪ Provides technical support and guidance to staff in managing and updating website content.</li> <li>▪ Performs any other related duties</li> </ul> |                                            |

| <b>KNOWLEDGE, SKILLS AND ABILITIES</b>                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>KNOWLEDGE:</b>                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>▪ Knowledge of user-centred design, responsive design, and accessibility standards.</li> <li>▪ Understanding of government communication strategies</li> </ul>                                                                                                                                                                                                                     |
| <b>SKILLS AND ABILITIES:</b>                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>▪ Proficiency in web design tools and software (e.g., Adobe Creative Suite, Sketch, HTML, CSS, JavaScript).</li> <li>▪ Excellent communication skills, with the ability to translate complex technical information into clear, citizen-friendly language.</li> <li>▪ Ability to work collaboratively in a team environment and manage multiple projects simultaneously.</li> </ul> |
| <b>MINIMUM EXPERIENCE AND TRAINING</b>                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>▪ Minimum of three to five years' experience in web design, with a strong portfolio showcasing your work.</li> <li>▪ Training as evidenced by recognised University degree in web design, Graphic Design, Computer Science, or a related field</li> <li>▪ Any suitable combination of experience and training</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                           |