


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

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