

Ref #: C004



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: WEB DESIGNER

JOB SUMMARY:

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.

REPORTS TO:

Manager, Communications/Designated Officer

SUPERVISION GIVEN TO:

n/a

DUTIES AND RESPONSIBILITIES:

- 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:

- 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	