



# British Virgin Islands Health Services Authority

## Vacancy Notice No. 2 of 2026

### DATABASE SPECIALIST/PROGRAMMER

The BVI Health Services Authority (a client-centered healthcare organization) invites qualified and professional applicants for the position of **Database Specialist/Programmer**. The primary function of the Database Specialist/Programmer is to create and modify computer programs by converting project requirements and workflows into code, responsible for planning and development of databases, as well as the performance, integrity and security of databases in accordance with The Application Development Policy.

#### **PRIMARY DUTIES & RESPONSIBILITIES** *(included but not limited to):*

##### **Programming**

1. Conduct a Requirement Analysis with the requesting supervisor.
2. Create and confirms application requirements by reviewing program objectives, input and output requirements from requesting supervisor and Director of Enterprise.
3. Create workflow diagrams for approval from the requesting manager/supervisor and Director of Enterprise.
4. Create prototypes using the approved application specifications.
5. Confirm program operations by conducting tests and modifying program codes.
6. Create documentation for user support.
7. Conduct end-user training upon completion of software application.
8. Maintains historical records by documenting program development and revisions.
9. Test codes periodically to ensure it produces the desirable results and perform debugging when necessary.
10. Ensure high levels of security are included in all applications.
11. Perform annual upgrades to ensure software and systems are secure and efficient.

##### **Database Administration**

1. Design the application databases using the approved specifications and workflow diagrams.
2. Ensure that database designs use normalization.
3. Create and modify users accounts and security settings.
4. Create Entity Relationship Diagrams (ERD) for each database.
5. Prepare database documents, including data standards, procedures and definitions for the data dictionary (metadata).
6. Develop, manage and test back-up and recovery plans.
7. Communicate regularly with technical, application and operational staff to ensure database integrity and security.
8. Design and create reports for users of Meditech and other database systems.

##### **General**

1. Adhere to all organizational policies, procedures, and standards related to Database & Programming and job responsibilities, always ensuring compliance.
2. Reinforce DES Acceptable use (policy) when guiding users on equipment handling and software access.

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3. Abide by safety and quality objectives of the organization.
4. Any other duties as assigned by the Supervisor or the Director of Enterprise and Security.

**MINIMUM REQUIREMENTS:**

**Educational/ Training Requirements/Experience**

- ❖ Bachelor's Degree in Computer Science, Computer Programming or related field
- ❖ Three (3)+ years' software development and database administration experience
- ❖ Java, C#, SQL server database, Dotnet, Visual Studio and C++
- ❖ HTML and CSS experience preferred

**Knowledge, skills and abilities**

- ❖ General programming skills, web programming skills and problem solving
- ❖ Analyzing information and attention to detail
- ❖ Software Algorithm Design
- ❖ Software & Database Performance Tuning
- ❖ Software: Design, debugging, development fundamentals, documentation, testing
- ❖ Ability to focus on multiple projects at once and to troubleshoot problems quickly
- ❖ Familiarity with the main data manipulation languages and the principles of database design
- ❖ Willingness to work flexible schedules
- ❖ Good human relations skills
- ❖ Sound oral and written communication skills, including professional writing and reporting, are an asset

**Physical demands**

- ❖ The physical demands are medium and typical of similar jobs in comparable organizations

**Work environment**

- ❖ The work environment is representative and typical of similar jobs in comparable organizations
- ❖ Work is normally performed in a typical interior/office work environment
- ❖ Must be able to perform all of the essential functions of the job assignment

**SALARY:** \$40,284.00 - \$52,374.00

**CLOSING DATE:** 5<sup>th</sup> February 2026

To apply, please send curriculum vitae (resume) and letter of application to:  
Human Resources Manager, BVI Health Services Authority, P. O. Box 439, Road Town, Tortola VG1110, British Virgin Islands  
E-mail address: [employment@bvihsa.vg](mailto:employment@bvihsa.vg)