

Junior Developer Coordinator

(Jobsplus No: 761/2026)

JOB PROFILE

Salary Scale: C2

Team: Information Management Unit

Reporting Relationship: The postholder will report directly to CO and/or his/her delegate

ROLE PURPOSE

The Junior Developer Coordinator will provide hands-on support in the development, maintenance, and improvement of Malta Enterprise's in-house software applications and systems. The role will focus on delivering smaller-scale development tasks, bug fixes, and enhancements that complement senior development work, ensuring timely delivery of IT projects and freeing senior resources to concentrate on complex integrations, architecture, and mentoring.

The postholder will also assist in upgrading, documenting, and evolving existing software systems, ensuring that applications meet user needs, adhere to organisational policies, and align with current technology standards. This includes maintaining and enhancing both legacy systems (such as those developed in PHP and older frameworks) and modern platforms, ensuring continuity of service while progressively modernising the technology stack.

A key expectation of this role is to produce and maintain comprehensive technical documentation — including code explanations, workflows, configuration notes, and deployment procedures — so that the Senior Head IT and Senior Developer have a complete and accurate record of work. This will ensure smooth handover and uninterrupted development progress in the event of role changes or staff turnover.



CORE ACCOUNTABILITY & VALUE CONTRIBUTION

Application Development & Maintenance

- Assist in designing, coding, testing, and deploying new features for in-house software applications (web and client/server) using technologies such as C#, PHP, JavaScript, and related frameworks.
- Carry out bug fixes, routine maintenance, and application updates under the guidance of senior IT staff.
- Support front-end/UI enhancements and user experience refinements as directed.
- Participate in application upgrades, migrations, and deployments to ensure smooth transitions.

Database & Reporting

- Work with relational databases (e.g. MS SQL Server, MySQL) to write and optimise queries, stored procedures, and reports.
- Support development of data-driven features and reporting outputs, including use of MS Reporting Services or equivalent tools.

Quality Assurance & Documentation

- Write and execute unit and integration tests to ensure the quality of deliverables.
- Maintain clear, structured, and accessible technical documentation for all development work, including:
 - Code structure and logic explanations.
 - Database schema changes.
 - System configuration settings.
 - Deployment and rollback procedures.
 - Known issues and troubleshooting steps.
- Ensure documentation is kept in shared, secure repositories accessible to the Senior Head IT and Senior Developer.
- Follow agreed naming conventions, code commenting standards, and version control practices (e.g. Git) to facilitate continuity.

Collaboration & Requirements Implementation

- Work from technical specifications and task instructions provided by the Senior Head IT and IT Developer.
- Support integration work, including APIs and web services, to ensure interoperability with internal and external systems.
- Participate in code reviews and feedback sessions, applying guidance to improve coding practices.

Innovation & Prototyping

- Develop small-scale prototypes or proof-of-concepts to test new features or tools before full-scale deployment.
- Research emerging tools, frameworks, and techniques that could benefit the development workflow.

Support & Continuous Improvement

- Respond to user feedback by making small enhancements or tweaks to applications.
- Identify opportunities to improve system performance, usability, and maintainability.
- Proactively stay updated with emerging technologies and upgrade skills as required to support evolving business and technical needs.



DECISION-MAKING AUTHORITY

- The role involves making decisions within a very limited scope and decisions are typically routine and have minimal impact on the organisation.



SCOPE OF IMPACT

- The role occasionally interacts with external stakeholders (local businesses, partners, suppliers). Their behaviour and performance can influence how these stakeholders perceive the organisation's competence and service quality.



PEOPLE MANAGEMENT

- The role involves limited supervisory responsibilities, such as providing guidance or support to a small number of colleagues.



EFFORT & COMPLEXITY

- Regular concentration required to complete structured tasks within established processes.



BEHAVIOURAL DIMENSIONS

- **Technical Understanding:** Applies digital and IT knowledge.
- **Customer-Centricity:** works well with internal teams and stakeholders and supports a range of projects and initiatives.
- **Integrity and Accountability:** Manages tasks and timelines effectively.
- **Decision Making and Judgement:** Applies sound judgement in managing competing priorities, resolving issues, and escalating complex matters, and responding to changing technologies.
- **Creativity and Innovation:** Identifies opportunities to improve processes, communication channels, and implementation approaches.



MINIMUM REQUIREMENTS

- Masters (MQF Level 7) in Computer Science; Software Engineering or related field; or
- Bachelors (MQF Level 6) in Computer Science; Software Engineering or related field and a minimum of 1 year' work experience in in at least one modern programming language (eg C#, PHP, JavaScript; or
- Minimum of 6 years' work experience in a similar role.
- Preference will be given to candidates with experience in basic SQL query writing, PHP, .NET technologies and frameworks, Microsoft Dynamic CRM, SharePoint or similar enterprise platforms.

Disclaimer: This role profile describes the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, knowledge etc. These are subject to change as needed by management/work exigencies.