

JOB DESCRIPTION

1. JOB DETAILS:

Company:	Dana Energy
Location:	Headquarters
Department:	Information & Communication Technology
Position Title:	Information Systems Developer
Grade:	11
Reports to:	Information Systems Manager
Job Type:	Full Time

2. JOB PURPOSE:

Information Systems Developer's job is to create, maintain, audit and improve systems in the form of software development tasks, often as determined by an Information System Analyst. The role also covers designing and writing codes, diagnostic programs and conducting tests to ensure efficiency.

The work undertaken by this role is generally of a highly complex and technical nature and involves the application of computer science and mathematics in an environment which is constantly evolving, due to technological advances and the strategic direction of their organisation.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	▪ 0
	Direct Matrix Reports:	▪
	Total Reports:	▪ 0
Financial Dimensions:		▪

4. KEY ACCOUNTABILITIES:

Description

- Analyse requirements, research technical solutions, and design and implement computer programs based on them.
- Implement modification requests on existing systems, received from customers through ICT ticketing system.
- Evaluate the software and systems that make the existing solutions work.
- Develop existing programs by analysing and identifying areas for modification.
- Create technical specifications and operational documentation with technical authors.
- Create plans and conduct them for finding and fixing faults.
- Investigate new technologies and identify opportunities for improvement.
- Continually update technical knowledge and skills by attending in-house and external courses, reading manuals and accessing new applications.

5. COMMUNICATIONS & WORKING RELATIONSHIPS:

- Internal: mainly with Information Systems Manager and Analyst and other ICT staff members. This role also communicates with end users and in certain circumstances (e.g. fulfilling a modification request) with customer representatives or coordinators. This involves formal correspondence along with other communication means such as phone, email, and in person.
- External: mainly no external communication takes place in this role. However, there may be circumstances in which this role is delegated by Information System Analyst or Manager to communicate with client, to expedite the progress of implementation project. This sort of communication could be by phone, email, and in person.

6. FRAMEWORKS, BOUNDARIES, & DECISION MAKING AUTHORITY:

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7. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

- Bachelor's degree in Computer Science, Software Engineering or related field and/or equivalent combination of education, training and experience.
- At least 3 years of hands-on working experience of implementation and design in information systems.
- English language proficiency level: ILR-2 (Limited Working Proficiency)
- The ability to communicate with clients, colleagues and management to explain complex issues clearly and concisely.
- Proficient web development abilities with sufficient working knowledge of Content Management Systems.
- Strong coding skills, preferably in Microsoft .NET, Visual Basic, and scripting languages.
- Competently capable of learning new programming languages, software applications, and other Information Technology related components, in order to effectively implement solutions, addressing various business needs.
- Meticulous and organised approach to work accompanied by the ability to work both in a team and alone and to manage your own workload.
- Good background in database design and integrated applications.

Preferred Qualifications:

- Being certified as Microsoft Solutions Developer (MCSD)

Statements in this Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

10. APPROVALS:

Line Manager (Dept. Manager / Function Head):

Signature		Date	
Group Human Resources Director:			

Signature		Date
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