

If you accept the above terms and conditions of employment, kindly sign the duplicate copy of this Contract of Employment and return it to us. We would like to take this opportunity to welcome you to our Company and to wish you a successful and fruitful career with us.

12. Roles and Responsibilities

- Responsible for managing the overall relationship with the different clients/'partners' technical teams.
- Responsible for drafting the technical requirements of project proposals within existing accounts together with PMs.
- Responsible for scoping the technical requirements of project quotations within existing accounts together with PMs.
- Responsible for working with the Account Directors and PMs to extend the relationships.
- Responsible for understanding the projects' business objectives and requirements.
- Responsible for presenting and explaining the technical design of the project solution to the client/internal teams.
- Responsible for defining technical requirements and development timelines in order to comply with project requirements.
- Responsible for architecting and designing solutions in accordance with earth9 best practices and within project constraints, and ensure compliance of the project (software development) lifecycle.
- Responsible for technical scoping of any change requests during the project delivery phase.
- Responsible for advising PMs and clients about the policies/constraints of the system we are using/integrating with.
- Responsible for ensuring the project teams' is clear on the technical requirements, timelines and costs.
- Responsible for keeping up to date with project infrastructure and technology and to inform the PM and Account Directors accordingly.

13. Probation Evaluation Points

Our evaluation points for meeting expectations are:

1. Able to meet given tasks milestones/deadlines.
2. Able to understand given requirements effectively.
3. Able to work well as a team player, team orientated.
4. Able to work under pressure.

Personal attributes:

5. Positive personality.
6. Have Initiative.
7. Independent.
8. Calm, compose when face challenges and able to think of a solution to resolve challenges.
9. Solution provider.
10. Committed and Passionate about work.

Scoreboard:

Score	Increment %
2 – 2.4/5	you need to be counselled and put on 1 probation.
2.5/5	1%
2.6 -3 / 5	2 - 5%
3.1 – 3.5 / 5	6% - 9%
3.6 - 4 / 5	10% - 13%
4.1 – 4.5 / 5	14% - 18%

Upon the signature of this appointment letter, contractually, both parties are bind to the full contract terms.

周翊