

SC. PLURIVA SRL

Annex 1 to the Individual Employment Contract

Job description

Program Manager – COR Code 121013

Objective of the position: to deliver business value in an agreed working and budget graph

1. ORGANISATIONAL CHART FRAMING

Department: Outsourcing

Subdivision: Business development

A. Organizational relationships:

- subordination: Informatics Division Manager / IT Project Manager
- coordination on the level of work task assignment and validation within the same subdivision: programmers, analysts
- functional: consults with the analysts in order to set the documentation structure for the project and its iterations, consults with the programmers in order to estimate the work volume and facilitate communication within the team.

- representation: users and clients
- replaces: another project manager
- is replaced by: another project manager / project director

B. Hierarchical level of the position: management

C. Authority of the position: at the level of the attributions in the job description.

2. JOB DESCRIPTION

Main responsibilities and tasks

1. Uses the team work infrastructure in order to create and modify projects, add people within the project team; and in order to compile consolidated code sources;
2. Controls the entire life cycle of the project by planning work tasks, including the development project and its iterations, status monitoring and reporting and identification and risk solving organization.
 - collaborates with the analysts and programmers in order to carry out the management of client's requirements, registering the requirements and their status according to internal regulations;
 - plans projects, setting the estimates, developing and updating the project plans obtaining the approval for the project plans from the client and the main members of the team according to the procedure;
 - monitors the actual values of the project parameters in comparison with the project plan.
3. Manages the beneficiary's reporting flux in order to attain the value resulted from the delivery of the product specified in the documentation.

- draws up a weekly report of the status of all deliverables he is responsible for, presenting it to the division manager and the interested parties set in the project plan according to the procedure.
- 4. knowledge of the policy in the field of quality and orientation of the entire activity with the purpose of attaining the objectives set at his level
- 5. permanent concern for the improvement of the quality management system;
- 6. orientation of the entire activity towards knowing and satisfying the client's requirements.

Main responsibilities

1. In connection to the activity:

- he is responsible with reaching the value resulted from the delivery of the product specified in the documentation;
- he is responsible for the planning of the work tasks, including the development project and its iteration, status monitoring and reporting and the identification and organization of risk solving;
- follows the development of assigned project;
- classifies and validates activities;
- is responsible with abiding by the internal procedures and work instructions within the department
- keeps a record of the project team members' legal holidays, assigning resources and planning holidays.

2. In connection to other individuals:

- is responsible with the beneficiaries' reporting flux;
- validates the hours worked by each team member;
- approves the holidays of the project team members.

3. In connection to the financial results:

- is responsible for the control of the project budget
- negotiates with the client for the payment of the efforts put in;
- requires the invoicing of additional hours.

5. In connection to the goods provided by the company:

- maintaining these in good operating order.

Responsibilities, attributions and tasks for information protection

Insures the confidentiality, integrity and availability of the information he handles in the activity carried out.

Protects the image of the company, within the work relationships and also within personal relationships;

Makes sure that the information classified as confidential or for internal use, are not disseminates outside the company through any means, verbal or written (electronic or printed).

Takes any support media containing information outside the company only with the explicit authorization from the Information Security Manager.

Reports any incident connected to information security to the Information Security Manager

Main obligations:

1. Connected to labor discipline and labor health and safety regulations:

- abidance of the responsibilities that are assigned to him through the regulation, internal orders and regulations of the company.
- knowledge and implementation of the instructions, norms, internal regulations and procedures, as well as the legal provisions applicable;

- a) to carry out his activity according to his training, as well as according to the instructions received from the employer, so as not to expose himself and other people that can be affected by his actions and omissions, to risk of injury or professional disease, during the working process;
- b) to correctly use the working equipment, dangerous substances, transport equipment;
- c) to correctly use the individual protection equipment assigned and after its use, to return it or to deposit it in its storage location;
- d) to learn and abide by the provisions of the law for labor safety and health and its implementation measures;
- e) to inform the leader of the lucrative facility and/or the employer about the accidents suffered by him
- f) to abide by the provisions stipulated in the Internal Regulation and/or Collective Employment Contract
- g) to immediately notify his employer and /or assigned workers about any working situation that he has strong grounds to consider a danger for the safety and health of the workers, as well as about any deficiency of the protection systems;
- h) to provide the information requested by labor and sanitary inspectors.

2. In connection to environmental protection

He is concerned with the reduction and/or removal of the significant impacts resulted from the activities, processes or services carried out by the organization in order to prevent environmental pollution.

Is aware of the importance and efficiency of the environment management system.

Knows, applies and answers for the abidance of the provisions from the environment management system documents, as well as the provisions of the applicable law concerning the environment, as applicable for the activities carried out.

3. JOB SPECIFICATIONS

Competences:

1. Study level:

- graduated technical higher education, but not mandatory

2. Experience

- in the field: it is better that he had worked as software developer / within a company that develops software applications
- in the position: at least 2 years experience

3. Knowledge

- basic theoretical knowledge in the field of Information Technology
- programming knowledge
- English language

Skills and abilities

In the cognitive field:

- logical-mathematical abilities: above average (reported to the general standard / population);

In the interpersonal field:

- conversational analytical ability and verbal presentation – forte ability

- control of emotions – average level trait

- leadership – forte ability

Regarding the general approach of the work to be delivered:

- Time planning – forte ability

- organization – forte ability

4. TYPE OF WORK

The work is both static (involves the use of computer, new information and communication technologies – network work, use of electronic mail, in general the use of work infrastructure provided by the company), as well as dynamic, as it may involve traveling to the client's location.

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Approved

Wet seal of the company affixed

Job Holder Signature

Popovici Andrei – illegible signature