

APFC Job Description

I. Job Identification

Position Title: System Developer
Classification: Officer
Salary Grade: 4
Department: Information Technology
Reports to: MIS Supervisor

Supervisory Responsibilities:
Number:

II. Job Objectives

This position assures the digitalization and other system projects that would help the organization in accelerating processes together with the MIS Supervisor and Junior Developer.

III. Specific Responsibilities (arrange in order of importance)

Key Result Areas (KRAs)	Duties and Responsibilities
Software Development	1. Creates and sends software development plan for approval of the management, and develops the system according to the plan once approved. 2. Completes system analysis and design according to schedule and business requirements. 3. Completes software development according to design plan and schedule. 4. Completes testing and debugging according to schedule.
Project Implementation	1. Conducts effective end-user trainings. 2. Conducts review and provides support for the software live implementation according to deadline, and ensures participation of end users. 3. Provides the (UAT) user acceptance testing and trainings within the project timeline. 4. Provides the user manuals and FAQ's for the live implementation, and ensures acknowledgements from end users. 5. Completes software setup for clients according to schedule.
Reports and Updates	1. Sends project status reports on time, weekly to MIS Supervisor. 2. Creates and presents weekly project status and timelines.
Systems support and maintenance	1. Responds to systems inquiry support requests on time. 2. Provides application support and maintenance. 3. Ensures regular systems back-ups, and proper filing of installers and other resources.

IV. Specific Responsibilities (arrange in order of importance)

A. Education

Bachelor's degree in Information Technology, Computer Science or close related field.

B. Practical Knowledge / Experience:

Preferably with at least three (3) or more years of experience in the same field.
Have at least 5 or more programming language skills.
Knowledgeable to data base creation, backup and management.
Knowledgeable to API Development and implementation.

C. License/Certification

V. Disclaimer

May perform other related duties and responsibilities that may be required from time to time.

VI. Review/Approval

Prepared by:

Signature Above Printed Name

Immediate Superior

Date: 5-21-2024

Reviewed by:

Signature Above Printed Name

HR Development Manager

Date: 5-27-24

Approved by:

Signature Above Printed Name

General Manager

Date: 6/3/2024

Acknowledged by:

Signature Above Printed Name

Date: 7/24/2024