**JD, KPI & EDP Template**

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| **Disclaimer: -** *The purpose of this document is to provide a summary of the generic functions/tasks associated with this position/job. It is not an exhaustive or comprehensive list of all possible position responsibilities, tasks, and duties. In addition, this description should enable the incumbent to answer some of the following questions: What am I accountable for? Why is what I do important? How am I measured? The responsibilities, tasks, and duties of the incumbent might differ from those outlined here and additional duties may be assigned at the manager’s discretion. The Job description details as outlined below are also subject to change/ may be reassigned at any time.* | |
| **Name** | Mehedi Hasan Emon |
| **Position Title (Functional Designation)** | Analyst, IT Support |
| **Department/ Function** | Product & Technology |
| **Grade** | E-13 |
| **Job Location** |  |
| **Reports To (Role Specific)** | Rawnak Jahan |
| **Number of Subordinates** | 0 |
| **Working Hours** |  |
| **Eligibility for Over Time** |  |

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| **Purpose of the Position:** *What is the incumbent accountable for? Why is this role/position important in terms of impact?**Keep in mind the scale of responsibilities such as no. of employees, no./size of accounts, territory, services, premises etc for whom the incumbent is responsible. Some examples may include (Directs the activities of colleagues, ensure excellence in service delivery, Enable the delivery of development plans.* |
| 1. Manage and monitor cloud-based infrastructure (AWS), such as virtual machines, storage, networking, and other cloud services, to ensure proper configuration, performance, and scalability.  2. Monitor and optimize system performance to ensure efficient resource utilization and optimal system response time.  3. Ensuring the security of systems and cloud infrastructure. They implement and maintain security measures such as firewalls.  4. Work closely with other IT teams, developers, and stakeholders to understand their requirements, provide technical assistance, and ensure smooth system operations and bug fixing.  6. Design architecture diagram and implement as per design.  5. Deploy Django, Laravel application in Ubuntu / RedHat / Debian server. 6. Install, configure and maintenance Linux server, AWS cloud. 7. Deploy Docker containers and maintain Docker containers. 8. Configure Firewall, PostgreSQL, MySQL, Nginx, Apache, PHP, FTP etc. 9. General systems maintenance tasks such as proactive review of logs and alerts, managing resource usage, troubleshooting routine automated maintenance and backup processes, applying patches, etc. 10. Provide L-1 client support through phone,e-mail etc. |

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| **Accountability & Activity** *(It must be shown as specific job functions Accountability and Activity which brings ultimate result to that role)* | |
| Accountability | Activity |
| |  |  | | --- | --- | | Comit Delivery timeline | Requirement Analysis | |  | Feasibility Study | |  | System Architecture Plan | |  | Effort Estimation | | Ensure Ontime task/project Delivery | Analysis individuals' strength and delegate task to appropriate team member | |  | Continuous follow up of task progress | |  | Eliminate project dependency | |  | Coordinate team to achieve the goal | | |
| **Key Performance Indicators (KPIs*):*** *KPIs that can be quantified, measured and defines whether the incumbent has performed or not.* | |
| 1. **Strategic objective/KPI:** 2. **Reduce Operational cost by 5%** 3. **Reduce Operational time and complexity** 4. **Operational objective/KPI:** 5. **On time project deployment** 6. **Increases Operational Efficiency** 7. **People objective/KPI:** 8. **Ensure knowledge-sharing with team / Conduct 2 training sessions** | |

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| **Authority:** *Approving, signing, decision making authorities etc.* | |
| **Financial (if applicable)** | **Non – Financial (if applicable)** |
| 1. ………………… 2. ……………… 3. ………………….. | 1. ………………… 2. ……………… 3. ………………….. |

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| **Position Specifications:** *The minimum education, experience, knowledge, skills & abilities required to perform the position. For Example, Education and Experience* *(Education – College Degree? What should the highest level be completed or Experience - How many years of experience should the incumbent have overall and specifically in – the industry, function, technical area?* ) | |  |
| **Educational Qualification:** | |  |
| * B.Sc. In Computer Science and Engineering. | |  |
| **Technical/Functional Skills:** | |  |
| 1. Linux system administration 2. AWS cloud 3. Docker 4. mysql, postgresql 5. CI/CD tools 6. Version control tools 7. Networking 8. Scripting and Automation. | |  |
| **Behavioral/Soft Skills:** | |  |
| 1. …………………………………….. 2. ……………………………………. 3. …………………………………….. 4. ……………………………………… 5. …………………………………. 6. ………………………………… | |  |
| **Experience Required** | |  |
| 1. Minimum …………………. years of experience in relevant field/industry 2. ………………………………………………………… 3. …………………………………………………………. | |  |
| **Interface:** *List the positions/authorities/organizations that the incumbent has to communicate. Also mention the scope of communication. i.e. the communications skills that are frequently used by the incumbent, within as well as outside the organization.* | | |
| **Internal** | **External** | |
| 1. …………………. 2. …………………….. 3. ………………….. 4. ……………………… 5. …………………………. 6. ……………………….. | 1. …………………. 2. …………………….. 3. ………………….. 4. ……………………… 5. ……………………… 6. ………………….. | |

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| **Signature & Date:** | |
| Name of Employee: | Name Line Manager: |
| EID of Employee: | EID of Employee: |
| Signature & Date: | Signature & Date: |

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| **Employee Development Plan (EDP): Development Year July’2023 to June’2024** | | | | | |
| Strength areas | 1. …………………. 2. …………………….. 3. ………………….. 4. ……………………… 5. …………………………. | | | | |
| Development (improvement) areas | 1. …………………. 2. …………………….. 3. ………………….. 4. ……………………… 5. …………………………. | | | | |
| Required knowledge & skills to overcome the areas of development (improvement) | Type of skill (Technical/ Functional Skills  & Behavioral/ Soft Skills) | Responsible person to complete the skill related activities | Development Technique | Importance (High/ medium/ low) | Time Line to complete the activities  (DD/MM/YY) |
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| **Signature & Date:** | |  |
| Name of Employee: | Name of Line Manager/HOD: | Name of BUH: |
| EID of Employee: | EID of Employee: | EID of Employee: |
| Signature & Date: | Signature & Date: | Signature & Date: |