

Document Title
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Job Description of Engineering Divisions
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HR Department

Revision History					
Revision No.	Revision Date	Creator's name	Examiner's name	Approver's name	Revised Content
01	August 1, 2014	Ho Thi Ngoc Ha	Sao Noquchi	Hitoshi Suihara	Newly created

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Engineering Divisions
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Job Description of Engineering Management Path

TITLE	Level II Team Manager	Level III Group Manager	Level IV Section Manager	Level V Department Manager	Level VI General Manager
Report to	Group Manager	Section Manager	Deputy/Department Manager	General Manager	President
Expected experience	5 years	7 years	8 years or more	10 years or more	12 years or more
English requirement (TOEIC score)	650	700	700	700	700
Main responsibility	Technical leader	Technical leader and daily operation	Technical leader and daily operation	Operation Management	Strategical management
Responsibility	Under general direction, participates as technical expert in design activities of Group. Works with engineers to understand problems and propose solution to resolve them. May act as team leader on less complex projects.	Under general direction, participates as high level technical expert in design activities of Group. Works with Team Managers or other Group Managers to understand problems and propose solution to resolve them. May act as team leader on less complex projects.	Under general direction, participates as high level technical expert in design activities of Section. Works with group/other section/dept. to understand problems and develops solution to resolve them. May act as team leader on complex projects.	Manages, plans, designs and executes policies and methods regarding design engineering operation and strategy. Implementation and control for maximizing current and future procedures of Department.	Leads and controls all of business development of Division to meet company's short term and long term business objective. Has responsibility for definition of processes, standards, and policies.
	Has responsibility for all phases of project planning and control including schedules, and results of projects	Has responsibility for all phases of project planning and control including schedules, and results of Group	Has responsibility for all phases of project planning and control including schedules, resource allocation, and results of Section	Has responsibility for all phases of project planning and control including schedules, budgets, resource allocation, and results of Department	Anticipates, analyzes, and provides strategic solutions to unique and complex problems within and across divisions
		Has responsibility for releasing projects of group	Has responsibility for releasing projects of sections	Has responsibility for sales and revenue of Dept.	Has responsibility for sale and revenue of Division and Company.
	Responds to suggestions for improvements and enhancements of customer's complaint	Resolves customer complaints and responds to suggestions for improvements and enhancements	Resolves customer complaints and responds to suggestions for improvements and enhancements directly	Resolves customer complaints and provides solution for improvements and enhancements. Select and keep external relationship with supplier/vendors. & internal relationship	Represents Company in some situations
	Assists in training activities of group or acts as lecturer for entry level. Acts as Mentor of group.	Assists in training activities of Dept., Mentee-Mentor system or acts as lecturer	Design training activities of Dept., Mentee-Mentor system or acts as lecturer	Has responsibility for all training activities of Dept.	Makes training strategy of Div.
		Has responsibility for recruitment of fresh/internship engineers	Has responsibility for recruitment of fresh/internship engineers	Has responsibility for recruitment activities of experience engineers and above	Decides organizational and human resource of Div.
Right	Other jobs assigned by Group Manager	Other jobs assigned by Section Manager	Other jobs assigned by Department Manager	Other jobs assigned by General Manager	Other jobs assigned by President
	Assists Group Manager in daily operation, employee's performance evaluation, and training activities.	Approves as 1st line manager in daily operation, employee's performance evaluation. Allocates resources within group.	Approves as 2nd line manager in daily operation, employee's performance evaluation. Allocates resources within section.	Approves budget, head count, internship, plan, and policies of Department.	Approves budget, head count, plan, policies, organization of Div.
					Represents President in signature of the Company documents

Job Description of Engineering Technical Path

TITLE	Level I Engineer	Level II Senior Engineer	Level III Associate Staff Engineer	Level IV Staff Engineer	Level V Sr Staff Engineer	Level VI Principal Engineer
Report to	Group Manager	Group Manager	Group Manager	Group Manager	Department Manager	Department Manager
Expected experience	BS, 0-7 yrs related experience MS, 0-3 yrs related experience	BS, 3-6 yrs related experience MS, 2-4 yrs related experience PhD, 0-3 years related experience	BS,MS, > 7 years related experience PhD, 2 - 5 years related experience	> 10 years related experience	> 12 years related experience	> 15 years related experience
English requirement (TOEIC score)			650	700	700	700
Role level	Level 1-2	Level 3	Level 4	Level 4	Level 5	Level 5
Main responsibility	Technical	Technical	Technical expert	Technical expert	Department Technical Leader	Company Technical Leader
	Develops low level design for a unit, code and test as procedure	Designs and develops more projects, processes and systems. May oversee the work of Engineer who provides technical design	Designs and develops more complex projects, processes and systems and in addition is typically responsible for more complex and/or larger scope projects, equipment and design. May oversee the work of ASE and SE who provide technical design	Designs and develops more complex projects, processes and systems and in addition is typically responsible for more complex and/or larger scope projects, equipment and design. May oversee the work of ASE and SE who provide technical design	Recognized as a corporate resources and internal expert in field. Acts in leadership role to identify work needed to meet client's requirements.	Recognized as a corporate resource and expert in field within the industry. Acts independently to identify work to meet client's needs or identify work cross-divisionally
	Has responsibility for technical quality of his/her projects	Has responsibility for technical quality of his/her projects	Has responsibility for technical quality of group's projects	Has responsibility for technical quality of group's projects	Has responsibility for technical quality of department	Has responsibility for technical quality of department
	Responds to suggestions for technical improvements and enhancements of customer's complaint to Team Manager	Responds to suggestions for technical improvements and enhancements of customer's complaint to Team Manager	Responds to suggestions for technical improvements and enhancements of customer's complaint to Team Manager & Group Manager	Resolves customer complaints and responds to suggestions for improvements and enhancements to Group Manager	Resolves customer complaints and provides solution for improvements and enhancements to Department Manager	Represents Division in some technical situations
	Assists in training activities of group or acts as lecturer for entry level. Acts as Mentor of group	Assists in training activities of group or acts as lecturer for entry level. Acts as Mentor of group	Assists in training activities of Dept., Mentee-Mentor system or acts as lecturer	Supports Group Manager to design training activities of group, Mentee-Mentor system or acts as lecturer	Supports Department Manager to design training activities of group, Mentee-Mentor system or acts as lecturer	Has responsibility for all training activities of Dept.
	Other jobs assigned by Group Manager	Other jobs assigned by Group Manager	Other jobs assigned by Group Manager	Other jobs assigned by Group Manager	Other jobs assigned by Department Manager	Other jobs assigned by Department Manager