Jubilee Life Insurance Company Limited

Technology Personnel Management, Training and Job Descriptions

1.   Document Information

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IT Personnel Management, Training and Job Descriptions

Objective

Human resource is the most valuable asset of JLI. This policy lays down guidelines via which the Technology management can regularly verify that personnel performing specific tasks are qualified on the basis of appropriate education, training and/or experience.

Prerequisite

This policy should be read in conjunction with:

- Information Security Policies
- Human Resource Security

Responsibility

- Technology Steering Committee
- Group Head Digital, Technology and Strategic Planning

Policy

- Experienced staff shall be given the responsibility of imparting technical training to junior staff.
- Employees shall be encouraged to attend trainings/workshops/short courses relevant to their role at JLI.

Job Descriptions

- Management shall clearly define roles and responsibilities for personnel, including the requirement to adhere to policies and procedures, the code of ethics and professional practices.
- Efforts should be made to achieve segregation of duties. In case of resource constraints, monitoring shall be increased to compensate.