ANNEX A

**JOB DESCRIPTION**

Job Title : Computer Programmer

Job Location : Office of the Management Information System Technology (MIST)

Duties and Responsibilities :

1. Design and develop software.
2. Writing operating manuals and providing training.
3. Implement built systems.
4. Provide technical support.
5. Run software tests to spot and resolve bugs and inconsistencies.
6. Write code for software patches and bug fixes.
7. Perform regular audits to identify software inefficiencies and ways to improve workflow.
8. Responsible for performance, integrity, and security of all the developed and deployed applications including SARIAS and DTR Systems.
9. SSL configuration of all the web applications.
10. Manage website hosting, SSL subscription and domain name.
11. Install and configure software and hardware.
12. Monitor performance and maintain servers according to requirements.
13. Manage server and technology tools.
14. Upgrade systems with new releases and models.
15. Setup databases.
16. Reviewing and managing database security, integrity and backup procedures.
17. Ensures the proper management, configuration, and change management of the firewall.
18. Performs other functions that may be assigned by his superiors.

CONFORME:

ALEXIS A. CARNATE

NOTED:

ROSALINDA B GUIYAB, DIT

Director, MIST