

## **JOB DESCRIPTION**

<b>Position Title:</b> Team Leader	<b>Position Name:</b>
<b>Effective Date:</b> January 1, 2008	<b>Expiry Date:</b> Till revised document issued

### **Core Responsibilities according to priorities**

1. Successfully manage the projects within scope
2. Overall responsible for software development/implementation
3. Support HR initiatives and manage the staff under supervision
4. Support and promote business growth

### **List of Jobs**

1. Develop/Execute/Monitor Project Plans
2. Develop/Execute/Monitor software development
3. Supervise and trouble shoot technical issues
4. Coach , teach and develop technical staff
5. Manage and trouble shoot administrative and HR issues
6. Develop and maintain Technical documentation
7. Develop strong personal relationship with clients
8. Act as company ambassador at project site
9. Support General Manager in collection targets
10. Maintain honesty and integrity in all dealings

### **Approval/Acceptance**

_____	_____
<b>Approver's Signature:</b>	<b>Acceptor's Signature:</b>
_____	_____
<b>Approver's Name:</b>	<b>Acceptor's Name:</b>
_____	_____
<b>Signature / Date</b>	<b>Signature / Date</b>