

**Role** : **Assistant Manager-IT Applications**  
**Department** : **Information Technology**  
**Qualification** : **Post Graduate**  
**Experience** : **Min. 5 years**

### **Principle Responsibilities**

1. You need to investigate and analyze requirements and design information systems and create a project plan, technical specifications to design the resulting technology solution.
2. You need to design the system; managing part or the entire project starting from Development stage to implement, & maintenance stage.
3. Writing and testing code, refining and rewriting it as necessary; researching, designing and writing new software programs.
4. Test sample data-sets to check that output from the program works as intended.
5. Install the program into production, once testing is complete; devise possible solutions to anticipated problems.
6. React to problems and correct the program as necessary
7. Evaluate and increase the program's effectiveness
8. Conduct user acceptance testing, to ensure the program can be used easily, quickly and accurately
9. Write detailed documentation for the operation and maintenance of all systems which are in production and suitable manuals for users and computer operators
10. Update, repair, modify and develop existing software and generic applications.
11. Integrating existing software products and getting incompatible platforms to work together.
12. Maintaining systems by monitoring and correcting software defects.
13. Supporting the implementation of third-party software and tools and interfacing and managing vendors as appropriate
14. Working closely with other staff, such as HOD, IT team
15. Continually updating technical knowledge and skills by attending in-house and external courses, reading manuals and accessing new applications. Consult manuals, periodicals and technical reports to learn new ways to develop programs and maintain existing skills and knowledge
16. In conducting all the above roles you shall implement best practices for secure software development and continuously review the software from the point of view of application security.