Terms of Reference for Assistant Programmer

Job Title	Assistant Programmer
Qualification	Diploma in IT
Skills	- Excellent Interpersonal skills - Strong verbal/written communication - Well versed in Oracle, SQL, ERP, Web based Softwares etc. - Possess excellent time-management and organizational skills - Acceptable to work beyond working hours to meet the deadline
Age	Below 40 years
Grade and Remunerations	- Grade X - Basic Pay for Grade X – Nu. 22,565.00 per Month - Corporate Allowance - 20% on Basic Pay - Fixed Allowance - 30% on Minimum Basic Pay Scale - PVBA/Bonus as per PMS - Other perks and benefits will be as per the Service Rule of the Company - Preference shall be given to those with working experience in the Programming Languages (Web based, Oracle, SQL, ERP etc) and remuneration shall be fixed accordingly.
Type of employment	Regular
Report to	Lead, Information and Technology Unit
Work Station	PCAL Corporate Office, Gomtu
Role and Responsibilities	- Manage ERP system, servers and database system - Plan, organize, control and evaluate IT and electronic data operations - Ensure security of data, network access, backup systems, company email and website - Attend user support and service in alignment with ERP system functionality. - Identify problematic areas and implement strategic solutions in time - Preserve assets, information security and control structures - Any other job assigned by the Lead/Management

Chief Executive Officer