JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR SYSTEM(BS-17).

Main Responsibilities and Tasks

1. Code instruction into programming languages and test and debug programs to get intended results.

2. Review, and rewrite programs, using workflow charts and diagrams considering computer storage capacity, speed and intended use of output data.

3. Prepare detailed workflow charts and diagrams form programs to illustrate sequence of steps to describe input, output and logical operation. Modify the program according to the specifications given by the Corporation.

4. Write documentation of program development of program development and subsequent revisions.

5. Revise or direct revision of exiting programs to increase operating efficiency or adapt or adapt to new requirements.

6. Consult   with managerial and technical personnel to clarify program intent identify problems and suggest changes.

7. lnvolve in the Testing of Software for errors.

8. Write instructions to guide operating personnel.

9. Collaborate with computer manufacturers and other users to develop new programming methods.

10. Help Data Entry Operators and system analyst to resolve problems in running programs.

11. Assist in the implementation of project.

12. Assign coordinate and review work and activities of Programming personnel.

13. Train subordinates in programming and program coding.

14. Monitor Data Entry Progress and communicate to concerned officer.

15. Any other responsibility assigned by Director Administration\Managing Director,PSC.

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