




JOB DESCRIPTION

- JD-IT-001 
- JD-IT-002 Backend-Developer
- JD-IT-003 Frontend developer
- JD-IT-004 
- JD-IT-005 

JD-IT-001

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职位名称 ()	所属部门 ()	职位名称 ()	Information Technology Manager
职位	职位	职位	职位
职位名称	职位名称	职位名称	G5

职位描述 (Job Purpose)

职位描述

职位名称 / 职位 (Key Responsibilities and Activities)	职位 (Key Objectives)	职位 (Performance Indicators)
1. 职位 IT	1. 职位	1. 职位 (KPI)
2. 职位 Application	2. 职位	2. 职位
3. 职位	3. 职位 4. Security Admin 5. 职位	3. 职位

Diagram illustrating two parallel project networks. The left network consists of three rows of activities: 4 (10 bars), 5 (10 bars), and 6 (5 bars). The right network consists of three rows: 4 (10 bars), Project (10 bars), and 1 (2 bars).

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BC Account

[illegible]

Responsibilities)		(Subordinate's
□□□□□□ (Position)	□□□□□□□□□□ (Job Scope)	
Database Programmer	1. Requirement 2. Analysis 3. Design 4. Coding 5. Deployment 6. Training 7. Application Support	
Web Application development	1. Requirement 2. Analysis 3. Design 4. Coding 5. Deployment 6. User Training 7. Application Support	
Technician	1. □□□□□□□□□□ IT 2. □□□□□□□□□□□□ 3. □□□□□□□□□□ IT 4. □□ Preventive maintenance 5. Office station Support	


 (Financial Responsibilities/Authorization)

JD-IT-002 Backend-Developer

职位名称 ()	所属部门	职位名称 ()	Database Programmer
职位	职位	职位	职位
职位描述	职位描述	职位描述	G4

职位描述

(Job Purpose)

1. 负责数据库设计 (Database Design and Analyze) 工作
2. 负责数据库性能优化工作

关键职责

(Key Responsibilities)

关键职责和活动内容 (Key Responsibilities and Activities)	关键目标 (Key Objectives)	绩效指标 (Performance Indicators)	其他
1. server-side development	business backend logic, APIs, and Servers.	业务逻辑开发效率 - test case coverage 80%	
- Analysis & Design	Object conceptual design	conceptual object design diagram	
- Database Design	数据库设计, 数据库	Normalize Design	

- Development (application programming interface)	<div>API</div> <div>application service</div>	<div>service</div> <div>Frontend (web , app)</div>	
- Source code management	<div>(sourcecode)</div>	<div>versioning</div> <div>changelog</div> <div>conventional commit concept</div>	
- CI/CD	<div>pipeline</div>		
2. Maintenance Service Agreement (MA)	<div>1.</div> <div>2.</div> <div>3.</div> <div>4. Backup -</div>	<div></div>	
		<div>Server Script</div> <div>Information Report or Front End Application</div>	
3.		<div>knowledge sharing</div>	

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BC Account

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(Major Challenges)

1.

2.

Business logic

Application

API

generic

reusable

(Subordinate's Responsibilities)

<div></div> <div>(Position)</div>	<div></div> <div>(Job Scope)</div>

(Financial Responsibilities/Authorization)

<div></div> <div>(Item)</div>	<div></div> <div>(Amount/Authorized level)</div>		
	<div></div> <div>(Own Decision)</div>	<div></div> <div>(Consulted by Superior)</div>	<div></div> <div>(Superior Approval)</div>

(Working Relationship)

<div></div> <div>/</div> <div></div> <div></div>	<div></div> <div></div>	<div></div>
<div></div>	<div></div> <div>(Information Support)</div> <div></div>	<div></div> <div></div>
<div></div>	<div></div> <div></div>	<div></div>
<div></div>	<div></div> <div></div>	<div></div>

(Job Specifications)

1. 1 (restful api)
2.
3. ANSI SQL Statement
4. Application

XXXXXXXXXX

(Education Background)

XXXXXXXXXXXX

Management Information System (MIS) XXXXXXXXXXXXXXXX

XXXXXXXXXX

/XXXXXXXXXXXX

/XXXXXX

(Certification/Licensing)

XXXXXXXXXXXX

(Professional Experiences)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Application XXXXXX

2 1 1

XXXXXXXXXXXX

(Competencies)

XXXXXX (Knowledge)	XXXX (Skills)	XXXXXXXXXXXX /XXXXXX (Mental Abilities/Personalities)
1. XXXXXXXX 2. XXXXXXXXXXXXXXXX XXXX 3. XXXXXXX 4. XXXXXXXXXXXXXXX	- XXXXXXXX - XXXXXXXX	- XXXXXXXX - XXXXXXXX - XXXXXXXXXXXXXXX - XXXXXXXXXXXXXXX

XXXXXXXXXX

(Others)

- Backend Programming Languages
 - golang , python
- Databases
 - SQL SERVER
 - Mysql
 - Postgresql
 - NoSql
- API
 - Restful api

XXXXXX (Prepare By)	XXXXXXXXXX (Approved By)	XXXXXXXXXXXX (Acknowledged By)
(.....) XXXX/...../.....	(.....) XXXX/...../.....	(.....) XXXX/...../.....

JD-IT-003 Frontend developer

职位名称 ()	所属部门	职位等级 ()	Web Application Developer
职位概要	工作职责	任职要求	工作地点
详细工作职责	详细工作职责	详细任职要求	G4

职位描述 (Job Purpose)

职位描述
Web Application

关键职责 (Key Responsibilities)

关键职责和活动内容 (Key Responsibilities and Activities)	关键目标 (Key Objectives)	绩效指标 (Performance Indicators)
1. 负责前端页面的开发与维护	1. 负责前端页面的开发与维护	1. 项目交付及时率 100%
2. 负责前端页面的性能优化	1. Public Internet Website	1. 页面加载速度
3. 负责 Web Application 的开发	1. Source code machine 2. SCM	2. 代码质量
4. Documentation / Training	1. 负责前端页面的开发与维护 2. Training User	2. 用户满意度

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BC Account

/ / (Major Challenges)

1.

2.

3.

(Subordinate's Responsibilities)

(Position)	(Job Scope)

(Financial Responsibilities/Authorization)

(Item)	(Amount/Authorized level)		
	(Own Decision)	(Consulted by Superior)	(Superior Approval)

(Working Relationship)

/ 	 	
	E-Learning	

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(Job Specifications

1. XXXXXXXXXX Web Technology., Net., PHP., Macromedia Dreamweaver, HTML CSS, http, HTTPS, JQUERY, JAVAscript, vuejs, nodejs, Command line.
2. XXXXXXXXXX Web Server XXX
3. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (Database Relation Concept)
4. Graphics Design Concept (Photoshop, Flash, etc

XXXXXXXXXX

(Education Background)

XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXX	XXXXXXXXXXXX
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/XXXXXXXXXXXXXXXXXXXX

/XXXXXX

(Certification/Licensing)

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XXXXXXXXXXXXXXXXXXXX

(Professional Experiences)

XXXXXXXXXXXXXXXXXXXX	Web Master XXXXXXXXXXXXXXX	2 XXX
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XXXXXXXXXXXXXXXXXXXX

(Competencies)

XXXXXX (Knowledge)	XXXXX (Skills)	XXXXXXXXXXXXXXXXXXXX XXX /XXXXXXXXXXXX (Mental Abilities/Personalities)
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(Others)

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- MS Office, Visio, Ms Project, etc.

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JD-IT-004

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Marketing Information System	Marketing Information System	Marketing Information System	Marketing Information System
Marketing Information System	Marketing Information System	Marketing Information System	Marketing Information System
Marketing Information System	Marketing Information System	Marketing Information System	Marketing Information System
Marketing Information System	Marketing Information System	Marketing Information System	Marketing Information System

Marketing Information System (Job Purpose)

Marketing Information System	Marketing Information System	Marketing Information System
Marketing Information System	Marketing Information System	Marketing Information System

Marketing Information System (Key Responsibilities)

Marketing Information System / Marketing Information System	Marketing Information System	Marketing Information System
Marketing Information System	Marketing Information System	Marketing Information System

1. Incentive/Commission	1. Incentive /Commission	1. Incentive /Commission
2.	1. KPI	2. Online , Social media , Website. Update
3.	1.	1. Project

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BC Account

/ (Major Challenges)

1.	
2.	, ,
3.	

(Subordinate's Responsibilities)

(Position)	(Job Scope)

(Financial Responsibilities/Authorization)

(Working Relationship)

(Job Specifications

(Education Background)

[illegible]

(Professional Experiences)

1

(Competencies)

<div data-bbox="108 898 188 913">□□□□□□</div> <div data-bbox="108 931 248 949">(Knowledge)</div>	<div data-bbox="579 898 636 913">□□□□</div> <div data-bbox="579 931 654 949">(Skills)</div>	<div data-bbox="1050 898 1251 913">□□□□□□□□□□□□□□</div> <div data-bbox="1050 931 1228 949">□□ / □□□□□□□□</div> <div data-bbox="1050 967 1388 985">(Mental Abilities/Personalities)</div>
<div data-bbox="108 1028 237 1046">1. □□□□□□□□</div> <div data-bbox="108 1061 316 1079">2. □□□□□□□□□□□□□□</div> <div data-bbox="108 1097 272 1115">3. □□□□□□□□□□</div> <div data-bbox="108 1133 132 1149">4.</div> <div data-bbox="108 1167 311 1184">□□□□□□□□□□□□□□</div> <div data-bbox="108 1202 311 1218">□□□□□□□□□□□□□□</div> <div data-bbox="108 1236 153 1254">□□□□</div> <div data-bbox="108 1272 301 1288">□□□□□□□□□□□□□□</div>	<div data-bbox="579 1028 718 1046">- □□□□□□□□□□</div> <div data-bbox="579 1061 590 1079">-</div> <div data-bbox="579 1097 782 1115">□□□□□□□□□□□□□□</div> <div data-bbox="579 1133 590 1149">□</div>	<div data-bbox="1050 1028 1176 1046">- □□□□□□□□□□</div> <div data-bbox="1050 1061 1185 1079">- □□□□□□□□□□</div> <div data-bbox="1050 1097 1233 1115">- □□□□□□□□□□□□□□</div> <div data-bbox="1050 1133 1243 1149">- □□□□□□□□□□□□□□</div>

☐ (Others)

Microsoft excel pivot table, MS Office, Visio, Ms Project, etc.

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JD-IT-005

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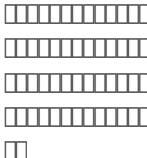





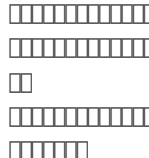
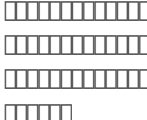







职位名称 ()	所属部门	职位等级 ()	Technician
职位编号	职位名称	职位	职位名称
职位描述	职位描述	职位描述	G3

职位描述 (Job Purpose)

职位名称	所属部门	职位等级	IT 职位描述
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职位描述 (Key Responsibilities)

职位名称 / 职位名称 (Key Responsibilities and Activities)	职位名称 (Key Objectives)	职位名称 (Performance Indicators)
1. Preventive Maintenance	1. 职位名称 IT 2. 职位名称 3. 职位名称	1. 职位名称 IT 2. 职位名称
2. 职位名称 / 职位名称	1. 职位名称 2. 职位名称 3. 职位名称 4. 职位名称	1. 职位名称 IT 2. 职位名称

<p>3.</p> 	<p>1. </p> <p>Network Design</p> <p>2.</p>  <p> Network config.</p> <p>3.</p>  	<p>1.</p> 
<p>4.</p> 	<p>1.</p>   	<p>1. </p> <p> 1 Project</p>  

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BC Account

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1. Maintenance
- 2.

(Subordinate's Responsibilities)

<div> <div></div> <div>(Position)</div> </div>	<div> <div></div> <div>(Job Scope)</div> </div>

☐ (Financial Responsibilities/Authorization)

<div> <div>□□□□□</div> <div>(Item)</div> </div>	<div> <div>□□□□□□□□□□□□□□</div> <div>(Amount/Authorized level)</div> </div>		
	<div> <div>□□□□□□□□□□</div> <div>(Own Decision)</div> </div>	<div> <div>□□□□□□□□□□</div> <div>(Consulted by Superior)</div> </div>	<div> <div>□□□□□□□□□□</div> <div>□□□□□□</div> <div>(Superior Approval)</div> </div>

(Working Relationship)

[illegible]

نام و نام خانوادگی	تاریخ تولد	شماره تماس
آدرس	مدرک تحصیلی مدرسه / دانشگاه تاریخ	تاریخ تولد
مدرک تحصیلی	مدرک تحصیلی IT تاریخ	تاریخ تولد

مدرک تحصیلی (Job Specifications)

1. مدرک تحصیلی
2. مدرک تحصیلی مدرک تحصیلی IT
3. مدرک تحصیلی Windows , Linux Ubuntu , Microsoft Office

مدرک تحصیلی (Education Background)

نام و نام خانوادگی مدرک تحصیلی

مدرک تحصیلی / مدرک تحصیلی / مدرک تحصیلی (Certification/Licensing)

مدرک تحصیلی (Professional Experiences)

مدرک تحصیلی مدرک تحصیلی 1 مدرک تحصیلی

مدرک تحصیلی (Competencies)

مدرک تحصیلی (Knowledge)	مدرک تحصیلی (Skills)	مدرک تحصیلی / مدرک تحصیلی (Mental Abilities/Personalities)
1. مدرک تحصیلی 2. مدرک تحصیلی 3. مدرک تحصیلی مدرک تحصیلی مدرک تحصیلی مدرک تحصیلی مدرک تحصیلی	- مدرک تحصیلی - مدرک تحصیلی مدرک تحصیلی مدرک تحصیلی	- مدرک تحصیلی - مدرک تحصیلی - مدرک تحصیلی - مدرک تحصیلی

XXXXXXXXXX

□ (Others)

- □□ MS Office, Visio ,MS Project

XXXXXXXX (Prepare By)	XXXXXXXXXX (Approved By)	XXXXXXXXXXXXXX (Acknowledged By)
(.....) XXXX/../.....	(.....) XXXX/../.....	(.....) XXXX/../.....