Job Description

JD-OD-002 พนักงานพัฒนาระบบปฏิบัติงาน
JD-OD-001 หัวหน้าแผนกพัฒนาระบบปฏิบัติงาน

JD-OD-002
??????????????????????????

( )		( )	Operation Development Staff
			G4

??????????????????????? (Job Purpose)

???????????????? (Key Responsibilities)

(Key Responsibilities)	(Key Activities)	
	1.1 1.2 / 1.3 1.4	1.1

(IA) TQM	1.1 1.2 1.3	1.1
	1.1 1.2	1.1 1.2 /
(Document Control)	1.1 1.2 / 1.3 , 1.4 1.5 Job Description	1.1 / 1.2

[illegible] [illegible]	1.1 [illegible] [illegible] [illegible] [illegible] 1.2 [illegible] [illegible] [illegible] [illegible]	1.1 [illegible] [illegible] [illegible]

??????????????????????????????

?????????????/??????????/??????????? (Major Challenges)

- [illegible] [illegible] [illegible] TQM , ISO [illegible]
- [illegible]
[illegible]
[illegible] [illegible]
- [illegible]
[illegible]
-
[illegible]
[illegible]
- [illegible] [illegible]

????????????????????????????? (Subordinate's Responsibilities)

[illegible] (Position)	[illegible] (Job Scope)

?????????????? (Financial Responsibilities/Authorization)

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

??????????????????????????? (Working Relationship)

หน่วยงาน / ตำแหน่งงานที่ติดต่อ	เรื่องที่ต้องติดต่อ	ความถี่
ทุกแผนก	- ร่วมจัดทำมาตรฐานคุณภาพกระบวนการทำงาน - ติดตามตัวชี้วัดแต่ละแผนก - ออกเอกสารและติดตามการแก้ไข CAR./PAR.	ไม่แน่นอน ทุกเดือน ไม่แน่นอน

????????????????????? (Job Specifications)

วุฒิการศึกษา (Education Background)

ปริญญาตรี สาขาคอมพิวเตอร์ บริหารธุรกิจ หรือสาขาอื่นที่เกี่ยวข้อง

?????????????/??????????????????/???????? (Certification/Licensing)

- ใบประกาศนียบัตรรับรองการผ่านการฝึกอบรมระบบคุณภาพต่างๆ หรือ การตรวจติดตามภายใน

?????????????????? (Professional Experiences)

- ประสบการณ์การทำงานไม่น้อยกว่า 1 ปี

?????????????????????? (Competencies)

ความรู้ (Knowledge)	ทักษะ (Skills)	ความสามารถด้านความคิด /บุคลิกภาพ (Mental Abilities/Personalities)

- [illegible] - [illegible] (KPI) - [illegible]	- [illegible] - [illegible] - [illegible]	- [illegible] - [illegible] - [illegible] - [illegible] - [illegible] - [illegible] - [illegible] - [illegible] - [illegible] - [illegible]

????????????? ? (Others)

[illegible]

[illegible] (Prepare By)	[illegible] (Approved By)	[illegible] (Acknowledged By)
(..) [illegible] ..../........./..........	(..) [illegible] ..../........./..........	(..) [illegible] ..../........./..........

JD-OD-001 ??????????????????????????????

( )		( )	Head Of Operation Development
			G4

?????????????????????? (Job Purpose)

???????????????? (Key Responsibilities)

(Key Responsibilities)	(Key Activities)	

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4. (Document Control & Work Instruction)	4.1 4.2 4.3 4.4 (Work Instruction) 4.5 Job Description	4.1 4.2 4.3 Work Instruction
5. (OKRs)	5.1 5.2 OKRs 5.3	5.1
6. (Key Performance Indicator : KPI)	6.1 KPI 6.2 KPI 6.3 KPI	1.2 KPI

7. [illegible] (Skill Assessment)	7.1 [illegible] Skill [illegible] 7.2 [illegible] (Skill Gap) [illegible]	7.1 [illegible] 7.2 [illegible]
8. [illegible]	8.1 [illegible] 8.2 [illegible] 8.3 [illegible]	8.1 [illegible]

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?????????????/??????????/??????????? (Major Challenges)

- [illegible] TQM , ISO [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

?????????????????????????????? (Subordinate's Responsibilities)

[illegible] (Position)	[illegible] (Job Scope)
[illegible]	[illegible]

????????????? (Financial Responsibilities/Authorization)

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

????????????????????????? (Working Relationship)

[illegible] / [illegible] [illegible]	[illegible] [illegible]	[illegible]
[illegible]	- [illegible] [illegible] - [illegible] [illegible] KPI - [illegible] [illegible] CAR./PAR. - [illegible] [illegible] [illegible] [illegible] [illegible]	[illegible] [illegible] [illegible] [illegible] 2 [illegible]

[illegible] (Job Specifications)

[illegible] [illegible] [illegible]
[illegible]
[illegible]

[illegible] (Education Background)

[illegible] [illegible] [illegible] [illegible]

[illegible] /[illegible] /[illegible]
(Certification/Licensing)

• [illegible] [illegible] [illegible]

[illegible] (Professional Experiences)

- [illegible] 1 [illegible]

[illegible] (Competencies)

[illegible] (Knowledge)	[illegible] (Skills)	[illegible] [illegible]/[illegible] (Mental Abilities/Personalities)
- [illegible] - [illegible] (KPI) - [illegible]	- [illegible] - [illegible] - [illegible]	- [illegible] - [illegible] - [illegible] - [illegible] - [illegible] - [illegible] - [illegible] - [illegible] - [illegible] - [illegible]

[illegible] [illegible] (Others)

[illegible]

[illegible] (Prepare By)	[illegible] (Approved By)	[illegible] (Acknowledged By)
(..) [illegible] ..../........./..........	(..) [illegible] ..../........./..........	(..) [illegible] ..../........./..........