

NATIONAL INSURANCE SCHEME
SENIOR MANAGEMENT POSITION DESCRIPTION

JOB TITLE:	Computer Programmer	AGREED TO BY: -----
REPORTS TO:	Computer Operations Manager	APPROVED BY: -----
DIVISION:	Research and Information Systems	DATE EFFECTIVE: -----
DEPARTMENT:	Computer Operations Department	-----
SECTION:	-	

DESCRIPTION

I POSITION SUMMARY:

Responsible for developing accurate and efficient computer programmes using standard languages, coding methods, operating requirements and testing methods as well as to store, locate and retrieve specific documents, data and information as required.

II MAJOR DUTIES:

**Essential Duties and Responsibilities
include the following:**

- (a) Writes programmes after studying programme intent, output requirements, nature and sources of input data and on instructions from systems Analyst/Designer. Also establishes file requirements and processing specifications for automated portions of the system.
- (b) Prepares detailed logical flow-charts and diagrams and establishes sequence of steps for input data preparation and computer processing operations.
- (c) Converts programmes into code from suitable to computer in use as well as converts diagrams and flow-charts into machine processable instructions.
- (d) Conducts trial run with sample data to test validity of programme and amends programme as necessary by altering programme steps and sequence, as well as establishes linkage to other programmes.

- (e) Documents programmes according to installation standards and operators instructions in order to produce reports and technical computations.
- (f) Assists in the solution of operational difficulties encountered in executing programmes.
- (g) Compiles written instructions for computer operating staff.

III SUPERVISORY RESPONSIBILITIES:

- A. DIRECT SUPERVISION:** **This position directly supervises nil people**
- B. INDIRECT SUPERVISION:** **This position indirectly supervises nil people.**

IV. SKILL REQUIREMENTS:

- A. Technical Skills:** **The most important technical skills required in this position include:**

Knowledge of programming languages and familiarity with computer systems.

Ability to design and develop accurate and efficient computer programmes and to test programmes thoroughly.

Ability to establish file requirements and processing specifications for automated portions of the system.

Aptitude to maintain current knowledge of standard languages, coding methods and operations requirements.

- B. Analytical Requirements:** **The key of formal analytical requirements of this position include:**

Analysing programme specification for completeness and conformance to standards.

Analysing test results and programme performance for solutions to operational difficulties and for effecting corrective actions.

C. Co-ordinating Skill:

The most important interpersonal requirements of this position include:

Liaising with Operators and users of the programmes to explain systems flow-charts, training materials and generally to give instructions in order to produce reports and technical computations.

Liaising with Systems Analyst in the design of programmes as well as to establish file requirements and processing specifications for automated portions of the system.

Co-ordinating maintenance schedules with work requirements to allow maintenance programmers access to fulfill their responsibilities.

D. Interpersonal Skills:

The most important interpersonal requirements of this position include:

Relating to and conferring with Managers to resolve questions of programme intent, input data, acquisition, time sharing, output requirement, coding use and modification and inclusion of internal checks and controls for system integrity.

Interacting with and maintaining a good working relationship with operators and personnel in the user areas.

E. Clerical Skills:

The most important clerical requirements of this position include:

Coding programmes in authorized language according to established procedures and testing codes programmes to validate accuracy.

Preparing testing materials and systems flow-charts for Operators and Users.

Preparing all elements of programme documentation and programme logic.

Preparing status report on the various projects.

Calculating machine utilization requirements.

Documenting programmes according to installation standards and operators' instructions.

Design program logic to meet specifications and to adhere to prescribed standards.

F. Decision Making:

The key decisions made totally with the authority of this position include:

Deciding on the release of programmes to the Computer Operations area and other areas in the scheme.

Deciding on approaches to be taken in formulating computer programmes to satisfy user requirements.

V. CONDITIONS OF WORK: This position is expected to work under the following conditions.

Situations requiring reaching, handling or fingering involving continuous use of arms and hands in rapid frequent movements as well as intensive visual demands when working on computer.

VI. WORK ENVIRONMENT:

This position is expected to work under the following environmental conditions which might be described as extreme less than 25% of time spent on job.

Work location in usually inside.

Works alone ;sometimes as part of a team.

The job holder is exposed to the discomfort of low temperatures in the course of performing duties.

VII. BACKGROUND:

The minimum background requirement of a candidate for this position in the context of the National Insurance Scheme's situation is:

MINIMUM EDUCATION:

A first Degree in Computer Science

MCSE or Comptia, Network or Comparable Qualification would be an asset.

MINIMUM EXPERIENCE:

3 years.