

<b>DEPARTMENT:</b>	Research & Development
<b>LOCATION:</b>	51 A Railway Road, Cunupia, Trinidad and Tobago
<b>JOB TYPE:</b>	Virtual/Office Based
<b>JOB TITLE:</b>	<b>Software Engineer</b>
<b>DIRECTLY REPORTS TO:</b>	Manager - Innovation & Solutions
<b>DEPARTMENT LEAD:</b>	VP Technology
<b>OVERSEEING ELT MEMBER:</b>	VP Technology

**JOB PURPOSE:**

The Software Engineer will work closely with a wider software development team and senior members from the organization to design and develop high quality software solutions, in compliance with coding standards and technical designs. The Software Engineer is required to be aware of new and upcoming technologies, front-end engineering standards and how these can be applied to business operations to contribute to the success of the organization.

**KEY DUTIES AND RESPONSIBILITIES:**

<b>NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.</b>	<b>Approx. % of time annually</b>
1. Write clean, efficient, and maintainable code following best practices and coding standards, that meets the needs of the requirements specification. Some languages include but are not limited to Python, JS, XML and HTML. Knowledge of Odoo's ERP system would be an asset, but training will be provided.	35
2. Document and demonstrate solutions by utilizing proper design techniques (flowcharts, entity relationship diagrams, state transition diagrams, data flow diagrams, etc.).	10
3. Mark tasks as started and completed using our development management tool on our ERP system and update the tasks daily.	10
4. Provide end of day reports to the project manager on the status of what was planned vs "actually completed", and a high-level plan for the following day's projects.	10
5. Work with the UI/UX Team and the end user to test the software developed, and ensure it meets the requirements set out by the end user. Document the issues to be resolved and submit to the Innovation and Solutions Manager for approval.	10
6. Produce intuitive front-end interfaces that pays attention to detail and encourages the end user to want to use the product.	15
7. Assist in improving business operations by conducting systems analysis and recommending changes in policies and procedures and how these changes can be implemented using technology.	5
8. Collaborate cross-functionally with business users, project managers and other engineers to achieve elegant solutions.	5
<i>Total:</i>	<i>100%</i>



**QUALIFICATIONS AND EXPERIENCE:**

- BSc in Information Technology / Computer Science or 2 years' experience in a similar role
- Programming knowledge in Python, PHP, HTML and JS.
- Knowledge of version control systems such as Git.
- Understanding of Database concepts and SQL.

**KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:**

- **Enjoyable to work with** - especially with direct team members.
- **Pays attention to fine details** – Focuses on developing a product that someone actually wants to use.
- **Highly reliable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.
- **Management of time and tasks** – can work on multiple tasks, meet KPIs, reorganize and work on high priority tasks, handover tasks when going on leave.
- **Technical Analysis of requests** - Can understand business processes and translate them into technical tasks.
- **Problem solving** - suggest recommended actions rather than just ask for help, come up with innovative ideas, pre-emptively identify issues with existing procedures and implement solutions.
- **Quality Assurance** – Quickly picks up technical errors, typos, issues with sentence construction, gaps in logic, incorrect or missing pricing, whilst reviewing requests, quotes, and technical proposals
- **Teamwork and Emotional Intelligence** - Develop strong professional relationships with others in the company, display emotional intelligence when dealing with others.
- **MS Office** - Intermediate to Advance in the use of MS Word, Excel, PowerPoint, Teams

**HSSEQ RESPONSIBILITIES:**

- Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements
- Observe all health and safety rules and regulations
- Stop all work if any unsafe conditions exist or unsafe practices are observed
- Report any unsafe conditions, incidents, or practices to your supervisors.
- Do not undertake any job you do not understand – ask your immediate Supervisor once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job
- Participate in mandatory toolbox meetings, safety meetings and training sessions as required.
- Cooperate during incident investigations.
- Tag and report all defective tools or equipment immediately.
- All staff are to adhere to the guidelines stated in the Policy Manual.

**WORKING CONDITIONS**

- Physical demand - Primarily Office / Work from home
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shore base, ports, vessels, etc.)

	Name(s)	Date
HR Reviewer(s)		
ELT Reviewer(s)	Kiran Deosingh	26 <sup>th</sup> July 2023

I hereby confirm I have read and accept the duties and responsibilities outlined within.

EMPLOYEE SIGNATURE:	
EMPLOYEE NAME (PRINT):	
DATE:	

LAST REVISED	26 <sup>th</sup> July 2023
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