



## Job Description

Job Title:	Software Consultant
Date issued:	15 April 2008

### General Requirements

1. To fully understand and adhere to the company's General Key Performance Areas as specific to your job in respect of:
  - a. Achievement & Action
  - b. Analytical Thinking
  - c. Attitudinal
  - d. Cash Control
  - e. Communication
  - f. Corporate Image
  - g. Diversity
  - h. Flexibility
  - i. Information & Confidentiality
  - j. Innovation & Initiative
  - k. Interpersonal Relationships
  - l. Management & Leadership
  - m. Operational Excellence
  - n. Safety
  - o. Self Management
  - p. Service Quality
  - q. Teamwork & Co-Operation
2. To fully understand and adhere to the company value system and procedures and policies as documented and to set an example to other staff members.

### Primary Tasks and Duties

1. Discuss the client's requirements.
2. Work out the design specifications.
3. Plan how the programmes will fit together.
4. Customisations.
5. Run tests to ensure programs and computer systems are working properly.
6. Identify faults in programs.
7. Prepare reports on the uses of programs.
8. Maintain and upgrade programs.

9. Build prototypes to tender for new business.
10. Assist sales staff with estimates.
11. Keeps track of hours spent working on projects.
<b>Skills Required</b>
1. Skilled in analysing computer software and systems.
2. Need planning and problem solving skills.
3. Must have good organisational ability.
4. Good written and oral communication skills.
<b>Physical Requirements</b>
1. Must have a neat and tidy appearance.
<b>Contact with People</b>
1. Work alone and in a team.
2. Will work under the direction of a manager and may supervise others.
3. They interact with a wide variety of people including clients, computer analysts, other programmers, managers and salespeople.
<b>Personal Qualities</b>
1. The following are the key personal qualities that are required in this position: <ul style="list-style-type: none"> <li>a. Adaptable</li> <li>b. Methodical.</li> <li>c. Patient.</li> <li>d. Careful.</li> <li>e. Accurate.</li> <li>f. Adaptable.</li> <li>g. Work under pressure.</li> <li>h. Must be able to get along well with others.</li> </ul>
<b>Equipment</b>
2. The following is a list of equipment that will be used in this position. You are expected to be fully familiar with the use of this equipment: <ul style="list-style-type: none"> <li>a. Computer hardware and software.</li> <li>b. Technical manuals.</li> <li>c. Telephones.</li> <li>d. Cell phones.</li> </ul>