Terms of Reference - IT Assistant, ePayment

Job purpose

The IT Assistant is responsible for implementing e-Payment project with other project team

Key responsibilities

- Should know Project details, Bank Network and System Architectures.
- Liaise with project team members, vendors and third parties to resolve any project issues
- Engage in developing the e-Payment interface with vendors, third parties or any relevant person concerned;
- Engage in testing the e-Payment solution with vendors and third parties in UAT environment;
- Support the Project Team in completing and achieving all the Project Deadlines and Targets,
- Monitor the e-payment transactions and provide the support to third parties/concerned team;
- Escalate the issues with vendors for timely resolution;
- Perform other related duties as assigned by the concerned authorities.

Areas of contribution

Implementation of ePayment solution with DOCs and other companies.

Authorities

The position shall not have any decision making authority and shall execute day to day work in close consultation with the supervisor.

Experience & knowledge required

- Class XII with Diploma in IT,
- Strong interpersonal and managerial skills;
- Good communication, report writing and decision making skills;
- Ability to encourage and motivate workforce under the incumbent circumstances;
- Ability to work in team with decision making capabilities under stressed condition;
- Hands on experience and knowledge with hardware and network equipment;
- Ability to understand and absorb new technologies and interest in continuous learning.