## Main Purpose

To take responsibility for and ownership for the development, maintenance and support of application software for Retirement Capital.

## Position

The Software Development Team Leader reports directly the Managing Director.

The Software Development Team Leader position covers the following duties and responsibilities:

## Duties

1. Responsible for the management of software development in accordance with the departmental plan, company business plan and sales plan
2. Provision of software specifications and code.
3. Maintenance and updates of all software.
4. Provision of release notes and software documentation.
5. Maintain a record of all software development, amendments, changes and releases.
6. Provide pre- and post-sales technical assistance and expertise.
7. Assist in the production of customer sales proposals.
8. Manage expenses and costs associated with the Software Development Department.
9. Manage all functions that contribute to software development.
10. Provide monthly updates to the Board of Directors of Retirement Capital
11. Maintain and promote adherence to the Quality Management System of Retirement Capital
12. Maintain a company calendar showing activity and whereabouts.
13. Maintain a Duty of Care for direct reports.
14. Liaise with counterparts in Headquarters and with other operating country management.

## Experience and Qualifications

1. Minimum of five years’ experience as senior software developer.
2. Good Microsoft Office skills
3. Knowledge of Google Apps desirable
4. Knowledge of Quality Management Systems desirable
5. Good organisational skills
6. Good communication skills
7. Good interpersonal skills

Signature:



Date: 14/11/2020