

	<b>SIAB (M) SDN BHD</b>	DOC. REF. : SIAB/QESHM/SEC2.3
	<b>QESH MANUAL</b>	REV. No. : 0
	<b>JOB RESPONSIBILITY &amp; AUTHORITY</b>	ISSUE DATE : 1 JANUARY 2019
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		<b>CONTROLLED DOCUMENT</b>

## **SENIOR IT ENGINEER / IT SUPPORT ENGINEER**

### **Duties and Responsibilities:**

1. Assist the IT Manager on network infrastructure and IT related activities.
2. Implement all policies, activities, procedures, instructions as relevant and required by the QESH management system.
3. Take responsibility for prevention of work-related injury and ill health.
4. Record and maintain computer status and software for overall programs.
5. Carry out troubleshooting and maintenance of system backups, archiving and disaster recovery and expert support.
6. Undertake any and all other duties and responsibilities as so instructed by the superior.

### **Accountability:**

7. Accountable for the quality, safety, health and environmental performance at his workplace.

### **Authority:**

NA