JOB DESCRIPTION

Title of position	Robotic Process Automation (RPA) Developer
Contract type	Contract
Department	D&T
Reporting to	Head of IT Security
Job description date	10th May 2022

Position Summary

The candidate takes the ownership of automation of Identity and Access Management processes using RPA solution. Responsible to analyse internal control process with the scope of optimizing and automating them using RPA platform.

Main responsibilities and duties of the role

- Support Identity and Access Management Team to review and assess their manual control processes and to identify opportunities for automation whilst ensuring conformance to governance and processes.
- Liaise with Identity Access Management Team and relevant stakeholders on the requirement gathering and initial study.
- Hands on development of automation using UiPath as the primary tool to eliminate manual process and save man hours.
- Design, develop, test, deploy and document automation workflows and create reusable components.
- Implement and configure programs, scripts and objects that are efficient, well structured, maintainable, and easy to understand.
- Working with application teams to integrate RPA solutions where necessary.
- Problem-solve issues that arise in day to day running of robotic processes and provide timely responses and solutions as required.
- Provide user training to BAU stakeholders on how to maintain UiPath and prepare required documentation to ensure smooth handover.
- Any other adhoc requirements from the team related to process automation.

Technical skill requirements

- Good programming background with excellent analytical skills.
- Hands-on experience with Robotics Process Automation ideally with UiPath Studio.
- Competent in process and workflow design and implementation of automation program.
- Proficient in Excel macros and preferably scripting using python or VB script.

Job Qualification (education, years of experience and other soft skills)

- Minimally Diploma/ Degree in Information Technology or equivalent.
- Certified RPA Developer (UiPath, BluePrism, Automation Anywhere) preferred.
- Experienced in process analysis and requirements gathering.
- Minimum 2 years of hands-on experience with Robotic Process Automation (RPA) technologies (specifically in the UiPath suite).
- Strong analytical skills and logical thinking Strong understanding & logical thinking of the business processes.
- Positive attitude with can-do mentality, ability to work independently, as well as in a team.
- Possess good oral/written communication to liaise with all internal stakeholders and team members.