

JOB DESCRIPTION (JD)

Sun Life Vietnam Job Evaluation Process

Date: _____	Manager name: _____ Manager title and GCF level: Senior Quality Engineering Manager
Job title: Senior Quality Engineer	Department: Application Services and IT Infrastructure
Job level: _____	BU/Division: Information Technology

Job purpose

Please provide a summary of the purpose and objective of the job.

Responsible for building software testing planning, scope and strategy definition; automation testing approach and framework definition & execution; creating, maintaining test case, test scripts and regression test, all with the aim of improving business efficiency and productivity.

Major accountabilities

Identify 5-6 major accountabilities of the job (not the employee). Describe these accountabilities by what is to be accomplished, how and why. Use action verbs to begin each sentence. Avoid the use of acronyms. Include the approximate percentage of time spent on each accountability. The percentages below should sum up to 100.

1.	Define testing strategy, estimation and planning	30%
2.	Analyze business requirement and create test case/test script Execute test cases/test scripts and verify testing results Manage, document defect & report	30%
3.	Build test environments and manage build regression on demand	20%
4.	Manage test plan within a given timeline with required updates	10%
5.	Support other tasks as required by higher management	10%

Specialized knowledge

List specific types of technical or professional skills and knowledge required for the job.

Technical skills:

- o Good at Testing tools: Confluence, Jira, defect management tools.
- o Strong Knowledge of automation framework: Tosca, Selenium, Java, RestAssured, Python.
- o Experience in Web application testing, mobile testing, API testing, non-functional testing.
- o Good knowledge in DevOps tools and practices (source control, build, CI/CD...)
- o Good knowledge in bitbucket, MS Office

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Business skills:

- o Good understanding in life insurance business

Soft skills:

- o Problem solving
- o Communication skill
- o Analytical thinking
- o Time management
- o Planning/ Project management
- o Conversation English

Problem solving

Outline problem solving requirements in terms of how standardized, varied, complex and interdependent problems and issues are typically faced by this job. Provide examples if necessary.

- Strong sense of ownership, accountability, broad perspective when solving problems
- Strong customer service orientation
- Be able to facilitate new processes and standards that could impact working environment / culture
- Work effectively both independently and as part of a team, self-motivated and deadline driven
- Be able to work with other teams to achieve goals

Education and experience

Indicate the minimum education level and years of relevant experience required to perform the work. Include specific professional designations, licenses, registration, if applicable.

Education: University or College degree in IT
Experience: at least 5-7 years of experience in Software Testing.

Communication scope

Identify the level and nature of internal and external contacts with whom this job must interact regularly. Describe the reason and frequency of their communication.

Intra-function: able to communicate with any members of function including high management
Inter-function: able to communicate with Business Project Managers; Business Users

Management scope

N/A

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Metrics (if applicable)

Finance metrics (revenue, budget managed, etc.):

Sales metrics (type and amount):

Other metrics (specify):

Travel required (express as % of working time):