



Job Description

Position Title	Programmer
Department	Digital Innovation & IT Services Office
Reporting To	Director of Information Systems and Technology (IST)
Type of Position	Full-Time Technical Staff (8 hrs/day)
Location	Galați City, Romania
Term	Permanent position (with annual performance review)
The holder of the position (first name and last name)	

POSITION DESCRIPTION

The Programmer designs, develops, integrates, and maintains software applications and services that support the University's academic and administrative operations. Working under the supervision of the IT Director, the incumbent contributes to the development of new applications, enhancement of existing systems, automation of workflows, and implementation of secure coding practices.

The role includes responsibilities in development security operations, ensuring that security is embedded throughout the software development lifecycle, and supporting cybersecurity initiatives such as vulnerability remediation, secure configuration, and compliance with institutional security standards.

This position requires close collaboration with IT colleagues, analysts, cybersecurity staff, software vendors, and end users to deliver reliable, scalable, and secure software solutions.

DUTIES AND RESPONSIBILITIES

The major responsibilities of the role revolve around core areas of software development, systems integration, cybersecurity, and development security operations for the University's Information Systems Group.

Core Services of the Information Systems Group

The System Engineer contributes to:

- Supporting technical systems and ensuring their reliable operation across the University.
- Assisting in the implementation and maintenance of system architectures, including cloud and on-premises solutions.
- Implementing and maintaining technical solutions to meet functional and business requirements.
- Supporting system integrity through testing, monitoring, and incident management.
- Providing technical input and support for projects and initiatives across campus.
- Collaborating with other teams and vendors to ensure consistent service delivery and performance.

Software Development & Application Lifecycle

- Designs, develops, tests, and deploys software applications supporting University operations.
- Implements new features, integrations, and enhancements for enterprise systems (ERP, HR, Finance, academic platforms).
- Writes clean, maintainable, and well-documented code following secure coding standards.
- Participates in code reviews, version control, and continuous integration pipelines.
- Prepares technical documentation, release notes, and user guides.
- Supports the maintenance and evolution of the University's official web platforms and related integrations.

Systems Integration & API Development

- Designs and maintains APIs and microservices for data exchange between institutional systems.
- Implements integrations with platforms such as Microsoft 365, Google Workspace, ERP systems, and external government or financial services.
- Ensures secure, reliable, and efficient data flow between applications.
- Maintains integration frameworks and monitors API performance.

DevSecOps & Secure Development Practices

- Embeds security controls into CI/CD pipelines (static analysis, dependency scanning, secrets management).
- Implements automated testing for security, performance, and compliance.
- Collaborates with cybersecurity teams to remediate vulnerabilities in code, libraries, and configurations.
- Ensures adherence to institutional security policies, data protection standards, and regulatory requirements.
- Supports containerization, infrastructure-as-code, and automated deployment workflows.

Cybersecurity Support

- Applies secure coding principles to prevent common vulnerabilities
- Participates in incident response activities related to application security.
- Monitors application logs, alerts, and security events for anomalies.
- Supports identity and access management for applications (SSO, MFA, role-based access).
- Contributes to risk assessments, threat modelling, and security documentation.

Data & Analytics Support

- Develops scripts, ETL processes, and APIs for data extraction, transformation, and reporting.
- Supports data governance initiatives and ensures data accuracy and consistency.
- Assists in maintaining data warehouses, dashboards, and reporting tools.
- Implements secure data handling, backup, and archival procedures.

Stakeholder Collaboration

- Works closely with departments to understand functional requirements and translate them into technical solutions.
- Provides technical guidance to staff, faculty, and project teams.
- Collaborates with vendors and external partners to ensure successful delivery of software solutions.
- Communicates technical concepts clearly to non-technical audiences.

Training, Knowledge Sharing & User Enablement

- Designs and delivers training sessions for academic and administrative staff on the use of institutional software tools, platforms, and applications.
- Prepares user-friendly guides, tutorials, and documentation to support adoption of new systems or features.
- Conducts workshops on cybersecurity best practices, including password hygiene, phishing awareness, secure data handling, and safe use of cloud services.
- Supports departments in understanding how to use applications securely and efficiently in their daily workflows.

• Provides one-on-one or group training for new staff members during onboarding. • Maintains a repository of training materials, FAQs, and self-service resources for continuous learning. • Gathers feedback from training participants to improve future sessions.

REQUIRED JOB SPECIFICATIONS

Required Qualifications	• Bachelor's degree in Computer Science, Software Engineering, Information Technology, or related field (or currently pursuing).
Required Experience	Required Experience • 1–3 years of experience in software development or related IT roles. • Extensive experience in at least one programming language (Python, JavaScript/Node.js, C#, Java). • Experience with web development frameworks, databases, version control, API development, CI/CD, and containerization. • Familiarity with cybersecurity concepts, OWASP, and secure coding practices. • Understanding of DevOps or DevSecOps workflows. • Familiarity with SCRUM methodology • Basic knowledge of computer networking Knowledge / Skills / Abilities • Strong analytical and problem-solving skills. • Ability to explain technical concepts clearly to non-technical users. • Strong written communication for documentation and collaboration. • Ability to manage multiple tasks and changing priorities. • Proactive, detail-oriented, and accountable for deliverables. • Willingness to learn new technologies and frameworks. • Ability to work independently and as part of a team. • Commitment to confidentiality, data integrity, and responsible handling of sensitive information.

REQUIRED JOB COMPETENCIES

	Competencies	Criticality (High – Medium – Low)
1	Analytical thinking and problem-solving	High
2	Communication and teamwork	High
3	Programming and scripting proficiency	High
4	Secure coding and cybersecurity awareness	Medium
5	DevSecOps and automation practices	Medium
6	Use of AI tools	Medium
7	Organization and time management	Medium
8	Understanding of IT infrastructure	Medium
9	Adaptability and willingness to learn	High

Name and Signature of the holder of the position: Date:

Name and Signature of the HR Director: Date:

Name and Signature of the Vice-rector for Administration: Date:

Name and Signature of the Rector&CEO: Date:

Name and Signature of the President of the Board of Administration: Date: