

iRefer - EMPLOYEE REFERRAL PROGRAM - US

Objective

'iRefer' is the Mphasis, New employee referral rewards program. It is designed to reward employees who refer their contacts (family and friends) for open positions within the company.

Eligibility

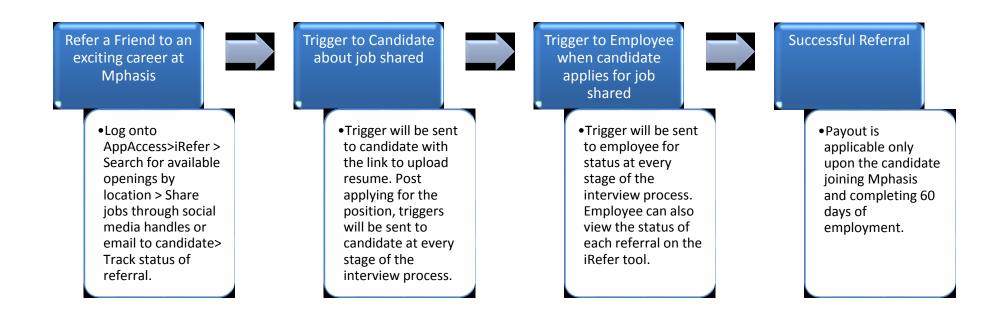
- All Full time, Direct Contract and Vendor Contract are eligible to participate in the employee referral program
- All employees up to and including Level 8 are eligible to participate in this program.
- All employees across locations and towers are eligible to participate in this program.
- All candidates referred should be legally eligible to work in the United States.

Method

All referrals are to be made only through iRefer Tool (from AppAccess):

- Log on to AppAccess > iRefer
- Search for the available career opportunities by location (US)
- Share the job through either LinkedIn, Facebook, Twitter, WhatsApp or email to your buddies
- Receive the intimation from the tool on the progress of your referral to the next level of interview
- Track the status of the referral on the tool
- Rewards are given to those employees whose candidates submit their resumes through iRefer Tool (from AppAccess), and get selected for full time opportunities and joins the organization.





- Every job on iRefer tool will have the payout rewards mentioned and termed as "Coins". An employee earns coins, when their buddy joins Mphasis. The coins get accumulated under "Coins in Progress". When the referral payouts are made after the referred candidate successfully completes 60 days of employment, the coins move to the "Coins Earned" after deduction of applicable income taxes as applicable to the employee concerned.
- For a period of Twelve (12) months from the date of uploading the profile on iRefer Tool, if organization offers employment to the candidate referred for any other position, the employee (referrer) is eligible for referral payout.
- The referral payout will be made based on the Business unit, level, process, and location, applicable where referred candidate compensation and designation is aligned. "Coins" are equivalent to the currency paid out.
- The Referral amount is paid in the currency in which the referring employee is paid salary.

 For e.g.; "A" (referring Employee) who is at Level 7 based in India refers "B" (referred candidate). "B" joins at Level 3 in the Apps tower in Japan. "B" completes 60 days in the system & the referral payout will be made to "A" in his base currency (Indian rupee) at an amount which is equivalent to JPY 11000 (payout in Japan for referring a Level 3 candidate) along with his next salary payout.



<u>Note:</u> For locations other than India and USA, the referral amounts in the iRefer tool will be displayed in USD equivalent to the amounts mentioned in Employee Referral policy. The actual payout will be made in the local currency based on the Employee Referral policy.

- To be eligible for referral bonus payout, the referrer and referee should be active employees of Mphasis on the payment input date. In the event of referrer or referee resigning / serving notice period, the referrer will not be eligible for the referral bonus.
- Employee will be entitled for referral rewards for placing ex-employees. However, the ex-employee should have worked with Mphasis 18 Months prior to the referred date by the Referrer.
- The payout eligibility list will be generated on 5th of every month and the same will be considered for the payroll processing.

REFERRAL AWARDS

Band	Designation Category	USA (USD)
4 & 5	Information Systems Analyst	1000
	Software Developer	
	Systems Architect Developer	
	Graphic UI Designer	
	Network Infrastructure Engineer	
	Business Operation Analyst	
3	Market Development Manager	1250
	Lead Information Systems Analyst	
	Lead Software Developer	
	Lead Systems Architect Developer	
	Lead Graphic UI Designer	
	Lead Network Infrastructure Engineer	
	Lead Business Operation Analyst	
1 & 2	Information Technology Manager	1500
	Engineering Engagement Manager	
	Enterprise Service Engagement Manager	



- To know more about the Employee Referral Policy, Rewards structure, and procedure: log on to InQmi.mphasis.com > Home > HR Corner > Recruitment Policy > Referrals Policy.
- > Feedback and Queries:

For Technical and login queries: Please contact EASe Help Desk (IND-EASE-L1@mphasis.com). For all functional iRefer related queries: Call Toll free 1800-200-3273 and select OPTION 1 Or Raise a ticket in PeopleSoft HRMS > Main Menu > Self Service > HR Help Desk > Add Case.

Human Resources Department



POSITIONS FOR REFERRAL PROGRAM - US

Area of Opening	Designation	Job Requirements	Job Duty Description	Work Location in the U.S.
Technical				
	Information Systems Analyst-1	Bachelor's degree or foreign equiv.* + 1yr exp.	Work under close supervision on collecting requirement specifications. Assist in identifying business or user needs to expand or modify systems. Assist in conducting trial runs of programs and software applications. Work under close supervision throughout the implementation and testing phases. Assist IT professionals to set up test environments and test data. Assist with documenting system design, test procedures, quality standards, and subsequent revisions. Must be able to travel temporarily to	New York, NY and any unanticipated work locations as assigned.
		*will accept edu. & exp. comb.	client sites and/or relocate throughout the U.S.	
	Information Systems Analyst-2	Bachelor's degree or foreign equiv. + 2yr exp.	Collect requirement specifications. Assist in analyzing business process to prepare specifications to expand and modify systems. Create and map processing steps and assist with system design in accordance with user's requirements. Assist programmers to debug or eliminate errors from the system. Assist in developing and maintaining systems documentation such as design specifications, test procedures, quality standards, and methodology documentations. Work closely with IT professionals throughout the implementation and testing phases,	New York, NY and any unanticipated work locations as assigned.



		to set up test environments and test data for a timely and exhaustive project testing. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	
Information Systems Analyst-3	Master's degree or foreign equiv.	Collect requirement specifications and analyze business process to prepare specifications to expand and modify systems. Determine computer software or hardware needed for systems modification. Create and map processing steps to design system in accordance with user's requirements. Test, maintain and monitor computer programs and systems. Develop and maintain systems documentation such as design specifications, test procedures, quality standards, and methodology documentations. Interact with IT professionals to develop data migration tools and attend to ad-hoc issues related to day-to-day activities. Work closely with IT professionals throughout the implementation and testing phases, to set up test environments and test data for a timely and exhaustive project testing. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
Lead Information Systems Analyst-4	Master's degree or foreign equiv. + 2yr exp. OR Bachelor's degree or foreign equiv. + 5yr progressive exp.	Lead the process of collecting requirement specifications and analyzing business process to prepare specifications to expand and modify systems. Provide guidelines and mentor junior/entry level IT professionals in developing data migration tools. Work with manager on ad-hoc issues related to day-to-day activities. Lead IT	New York, NY and any unanticipated work locations as assigned.



Software Davidon	r 1 Pachalar's dagrae	professionals throughout the implementation and testing phases, such as create and map processing steps to design system in accordance with user's requirements. Test, maintain and monitor computer programs and systems. Develop and maintain systems documentation such as design specifications, test procedures, quality standards, and methodology documentations. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	Now York NV and
Software Develope	*will accept edu. & exp. comb.	Work under close supervision to analyze software requirements. Design, modify, and maintain software systems. Assist to implement validation procedures and work with systems analysts to perform software system testing and debugging. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
Software Develope		Analyze software requirements. Develop software, modify, and maintain software systems. Develop data migration tools and new code to meet users' requirements. Assist in developing validation procedures, setting up test environment and data for software testing to eliminate bugs. Provide end users with system software supports and user trainings. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
Software Develope	Master's degree or foreign equiv.	Analyze software requirements to provide solution on software system design and maintenance. Review,	New York, NY and any unanticipated



Lead Software Developer-4	Master's degree or foreign equiv.	develop, and maintain software programs or expansion of existing programs to increase operating efficiency. Perform programming tasks and system design documentation. Develop data migration tools and processes for new systems. Develop validation procedures, set up test environment and data for project testing to eliminate bugs. Provide end users with system software supports and user trainings. Participate in technical collaboration meetings for custom software development and implementations. Must be able to travel temporarily to client sites and/or relocate throughout the U.S. Lead a team of IT professionals to analyze software requirements to	New York, NY and any unanticipated work locations as
	+ 2yr exp. OR Bachelor's degree or foreign equiv. + 5yr progressive exp.	provide solution on software systems design and maintenance. Provide guidelines and mentor junior/entry level IT professionals to develop and maintain software programs or expansion of existing programs to increase operating efficiency. Lead IT professionals to perform system analysis, advanced programming tasks and documentation. Develop data migration tools and processes for new systems. Set up test environment and data for project testing to eliminate bugs. Provide end users with system software supports and user trainings. Participate in technical collaboration meetings for custom software implementations. Must be able to travel temporarily to client	assigned.



			sites and/or relocate throughout the U.S.	
Tech Architect / U	Iser Interface		0.3.	
	Systems Architect Developer-1	Bachelor's degree or foreign equiv.* + 1yr exp. *will accept edu. & exp. comb.	Assist in analyzing user needs, and software requirements to improve performance of existing systems. Assist in executing pre-approved IT architecture designs to modify and/or customize system per client specification. Assist in developing system testing and validation procedures. Assist with installation of software system and monitor system to ensure specifications are met. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
	Systems Architect Developer-2	Bachelor's degree or foreign equiv. + 2yr exp.	Analyze user needs, and software requirements. Assist in designing and documenting detailed steps required to implement pre-approved systems design. Execute pre-approved IT architecture designs. Participate in developing the validation procedures for debugging. Provide implementation and system installation support and monitor system to ensure specifications are met. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
	Systems Architect Developer-3	Master's degree or foreign equiv.	Analyze user needs and software requirements. Assist in drafting response to request for IT project/solution and document designs. Develop detailed steps required to implement IT architecture solution. Direct software programming and development of documentation. Develop validation procedures from system	New York, NY and any unanticipated work locations as assigned.



		integration, testing, to debugging. Provide implementation and system installation support and monitor system	
		to ensure specifications are met. Must	
		be able to travel temporarily to client	
		sites and/or relocate throughout the	
Lead Systems	Master's degree or	U.S. Lead the effort in analyzing user needs	New York, NY and
Architect Developer-4	foreign equiv.	and software requirements to determine	any unanticipated
/ w simesse 2 s i si spei	+ 2yr exp. OR	feasibility of design and request for	work locations as
	Bachelor's degree	proposal of IT solution. Evaluate	assigned.
	or foreign equiv. +	interface between hardware and	
	5yr progressive	software, develop architecture	
	exp.	specifications and performance requirements to improve IT operations.	
		Lead a team of IT professionals to	
		develop detailed steps required to	
		implement IT architecture solution for	
		systems installation and monitor	
		systems to ensure specification are met.	
		Review validation procedures, and quality standards. Must be able to travel	
		temporarily to client sites and/or	
		relocate throughout the U.S.	
Graphic UI Designer-1	Bachelor's degree	Work under close supervision to use	New York, NY and
	or foreign equiv.*	graphic design technology/tools,	any unanticipated
	+ 1yr exp.	computer software, and other artistic	work locations as
		media to implement user usability	assigned.
		interface design. Assist in the design and development of graphic material for	
		the development of E-commerce service	
		products. Assist with interface design,	
		interaction design, information	
		architecture and user experience	
	*:U 0	design. Must be able to travel	
	*will accept edu. &	temporarily to client sites and/or	
	exp. comb.	relocate throughout the U.S.	



Graphic UI Designer-2	Bachelor's degree or foreign equiv. + 2yr exp.	Assist in analyzing user graphic interface requirements and links among systems within an organization to increase compatibility. Use graphic design technology/tools and other artistic media to design and develop E-commerce service products. Design and implement overall user usability interface to expand or modify system layout. Assist with usability testing and validation procedures. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
Graphic UI Designer-3	Master's degree or foreign equiv.	Confer with users to discuss and determine layout design. Analyze user graphic interface layout and requirement. Develop solutions to link interface within an organization to increase compatibility. Use graphic design technology/tools, computer software technology, and other artistic media to design and develop E-commerce service products. Design overall user usability interface to expand or modify system layout. Perform usability testing, document and validation procedures. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
Lead Graphic UI Designer-4	Master's degree or foreign equiv. + 2yr exp. OR Bachelor's degree or foreign equiv. + 5yr progressive exp.	Lead the process of analyzing user graphic interface layout and requirement. Lead a team of junior graphic designers/engineers in developing and implementing solutions to link interface within an organization to increase compatibility. Provide guidelines to junior/entry level designers on using graphic design	New York, NY and any unanticipated work locations as assigned.



			technology/tools, computer software technology, and other artistic media to design and develop E-commerce service products. Review design and finalize overall user usability interface to expand or modify system layout. Oversee usability testing, document and validation procedures. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	
ITO				
	Network Infrastructure Engineer-1	Bachelor's degree or foreign equiv.* + 1yr exp. *will accept edu. & exp. comb.	Assist in identifying and evaluate network requirements and setting up network infrastructure to ensure network availability to all system users and perform necessary maintenance to support network availability. Assist in configuring, troubleshooting, and performing routine data backup. Assist in the design and implementation of desktop and virtual desktop migration. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
	Network Infrastructure Engineer-2	Bachelor's degree or foreign equiv. + 2yr exp.	Identify and evaluate network requirements. Design and implement desktop and virtual desktop migration. Design and develop network infrastructure. Install, monitor and maintain network infrastructure to ensure network availability to all system users. Prepare data backup plans and disaster recovery operation procedures. Configure, test, troubleshoot, and resolve hardware, networking software and operating software for computer system. Must be able to travel	New York, NY and any unanticipated work locations as assigned.



			temporarily to client sites and/or relocate throughout the U.S.	
	letwork Infrastructure ingineer-3	Master's degree or foreign equiv.	relocate throughout the U.S. Identify and evaluate network requirements. Design and implement desktop and virtual desktop migration, and desktop software distributions. Design and develop network infrastructure applications. Install, monitor and maintain network infrastructure to ensure network availability to all system users. Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.	New York, NY and any unanticipated work locations as assigned.
			Prepare data backup plans and disaster recovery operation procedures. Configure, test, troubleshoot, and resolve hardware, networking software and operating software for computer system. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	
Ir	ead Network nfrastructure ingineer-4	Master's degree or foreign equiv. + 2yr exp. OR Bachelor's degree or foreign equiv. + 5yr progressive exp.	Lead the process of Identifying and evaluating network requirements. Lead a team of IT professionals to install, monitor, and maintain network infrastructure to ensure network availability to all system users. Plan, coordinate, and implement network security measures to protect data, software, and hardware. Design and develop data backup plans and disaster recovery operation procedures. Lead the team to configure, test, troubleshoot, and resolve hardware, networking software and operating software for computer systems. Maintain and	New York, NY and any unanticipated work locations as assigned.



		administer computer networks and related computing environments. Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	
Manager (Delivery/Architect/Network)			
Information Technology Manager-1	Bachelor's degree or foreign equiv.* + 1yr exp. *will accept edu. & exp. comb.	Assist in planning IT project activities and managing project team through project life cycle. Assist in outlining various steps in the IT infrastructure development process, define specific tasks and provide guidelines to lower level engineering personnel. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
Information Technology Manager-2	Bachelor's degree or foreign equiv. + 2yr exp.	Plan IT project activities and manage project team through project life cycle. Outline steps in the IT infrastructure development process. Develop and manage work structure of IT projects and provide guidelines to lower level engineering personnel. Assess project requirements, allocate resource, and participate in staffing decision. Interact with clients to resolve issues, and mitigate risk. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
Information Technology Manager-3	Master's degree or foreign equiv.	Evaluate proposals to assess project feasibility and requirements. Analyze and define IT project life cycle requirements and scope. Set and monitor IT project milestones and deliverables. Manage and allocate	New York, NY and any unanticipated work locations as assigned.



	Lead Information Technology Manager-4	Master's degree or foreign equiv. + 2yr exp. OR Bachelor's degree or foreign equiv. + 5yr progressive exp.	resources to ensure deliverables per specifications. Provide periodic performance assessment and participate in staffing decision. Resolve issue and mitigate risk. Interact with client to identify and pursue new opportunities. Must be able to travel temporarily to client sites and/or relocate throughout the U.S. Evaluate proposals to assess project feasibility and requirements. Analyze and define IT project life cycle requirements and scope. Set and monitor IT project milestones and deliverables. Manage and allocate resources to ensure deliverables per specifications. Meet with department heads/managers to solicit cooperation and resolve project-related problems. Make staffing decision. Resolve issue and mitigate risk. Interact with client to identify and pursue new opportunities. Manage project execution to ensure adherence to budget, schedule, quality standards, and scope. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
Business Analyst				
	Business Operation Analyst-1	Bachelor's degree or foreign equiv.* + 1yr exp.	Work under close supervision to assist in gathering data and analyzing existing business practices, and information technology requirements. Assist in documenting findings of study and developing the implementation process to improve operation based on both business needs and industry requirements. Work with team of software professionals to design the	New York, NY and any unanticipated work locations as assigned.



	*will accept edu. & exp. comb.	approved changes. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	
Business Operation Analyst-2	Bachelor's degree or foreign equiv. + 2yr exp.	Analyze business practice, requirements and organizational systems. Analyze gathered data, document information technology requirement and assist in preparing recommendations to improve operation. Prepare documentation and present recommendation to management to implement changes. Work with a team of software professionals to implement design changes. Keep abreast of latest developments on management tools, models and methodology to devise most efficient methods of operations. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
Business Operation Analyst-3	Master's degree or foreign equiv.	Analyze and evaluate gathered data on business procedure/organizational systems to make recommendations to management to introduce more effective information technology process and methods of operations. Develop solutions and present recommendation to implement changes. Work with a team of IT professionals to implement design changes. Confer with clients to ensure successful functioning of newly implemented systems or procedures. Keep abreast of latest developments on management tools, models and methodology to devise most efficient methods of operations. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.



CRM	Lead Business Operation Analyst-4	Master's degree or foreign equiv. + 2yr exp. OR Bachelor's degree or foreign equiv. + 5yr progressive exp.	Lead the process of analyzing and evaluating gathered data on business procedures/organizational systems to develop solution. Prepare and make recommendation to management to implement changes. Provide guidelines and work with a team of IT professionals to implement design changes. Confer with management and users to ensure functionality of newly implemented systems. Keep abreast of latest developments on management tools, models and methodology to devise most efficient methods of operations. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
СКМ	Market Development Manager-1	Bachelor's degree or foreign equiv.* + 1yr exp. *will accept edu. & exp. comb.	Assist in analyzing technology trend and determine demand for IT services / products offered by company and competitors. Assist in analyzing business development to market and promote the sale of company services/products. Interact with clients to determine IT needs and provide solutions. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
	Market Development Manager-2	Bachelor's degree or foreign equiv. + 2yr exp.	Analyze technology trends to determine demand for IT services/products offered by company and competitors. Identify and develop business strategy to promote the marketing and sale of company services/products. Interact with clients and coordinate with software professionals to determine and provide software solutions to clients.	New York, NY and any unanticipated work locations as assigned.



		Assist with evaluating the financial aspects of product development and profit-loss projections. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	
Market Development Manager-3	Master's degree or foreign equiv.	Identify and develop business strategy to promote the marketing and sale of company services/products in existing and/or new markets. Interact with clients and coordinate with software professionals to determine and provide software solutions to clients. Evaluate financial aspects of product development, and profit-loss projections. Keep abreast of new technology and industry trends, including competitive business and make recommendations for investments in new technology or participation in joint ventures when beneficial. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
Lead Market Development Manager-4	Master's degree or foreign equiv. + 2yr exp. OR Bachelor's degree or foreign equiv. + 5yr progressive exp.	Formulate, direct and coordinate marketing activities and policies to promote companies' services/products. Interact with corporate account to recommend business solutions for operation improvements. Participate in marketing staffing decision and training. Evaluate financial aspects of product development, and profit-loss projections. Keep abreast of new technology and industry trends, including competitive business and make recommendations for investments in new technology or participation in joint ventures when beneficial. Develop marketing/pricing strategies that	New York, NY and any unanticipated work locations as assigned.



			balance the company's objectives and customers' satisfaction. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.				
Service / Engine	Service / Engineering Engagement						
	Enterprise Service Engagement Manager-1	*will accept edu. & exp. comb.	Assist in directing and coordinating sales activities involving the sale of IT services/products such as application development, end-to-end business process outsourcing, infrastructure development and related services. Assist in managing end-to-end sales process from initial contact, analyzing clients' business technology needs and industry trends to propose solutions. Work with IT team to respond to Request for Proposal, generating price quotes, making presentations to negotiating terms and finalizing the service agreement. Assist in facilitating communication between client and the onsite-offshore IT team(s) to resolve client complaints/issues and to ensure successful execution of each project. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.			
	Lead Enterprise Service Engagement Manager-4	Master's degree or foreign equiv. + 2yr exp. OR Bachelor's degree or foreign equiv. + 5yr progressive exp.	Oversee regional and/or local sales activities for IT services/products, such as application development, end-to-end business process outsourcing, infrastructure development and related services. Manage end-to-end sales process from initial contact, analyzing clients' business technology needs and industry trends to propose solutions. Work with IT team to respond to Request for Proposal, generating price	New York, NY and any unanticipated work locations as assigned.			



			quotes, making presentations to negotiating terms and finalizing the service agreement. Manage escalations by facilitating communication between client and the onsite-offshore IT team(s) to resolve client complaints and issues with services and to ensure successful execution of each project. Confer with department heads to plan promotional services. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	
E	Engineering Engagement Manager-1	*will accept edu. & exp. comb.	Assist in coordinating and directing integration of IT project activities by aligning it to advance client goals, and act as point of contact for lower level management and technical issues related to the projects. Analyze technology and business goals and propose technical solutions for upper level management's review. Manage engagement relationship and involved in the project life cycle: diagnosing client needs, managing project teams, and leveraging the knowledge and creativity of team members to generate solutions. Allocate resources to meet project demand by recruiting, assigning, and evaluating work, and overseeing the development and maintenance of staff competence. Must be able to travel temporarily to client sites and/or relocate throughout the U.S.	New York, NY and any unanticipated work locations as assigned.
	Lead Engineering Engagement	Master's degree or foreign equiv.	Direct and manage the integration of IT project activities by aligning it to	New York, NY and any unanticipated
	Manager-4	+ 2yr exp. OR	advance client goals, and act as point of contact for all management and	work locations as assigned.



Bachelor's degree or foreign equiv. + 5yr progressive exp.	technical issues related to the projects. Bridge technology and business goals by translating business requirements into technical solutions. Manage engagement relationship and oversee project managers involved in the project life cycle: diagnosing client needs, managing project teams, and leveraging the knowledge and creativity of team members to generate solutions. Allocate resources to meet project demand by recruiting, assigning, and evaluating work, and overseeing the development	
	resources to meet project demand by	
	and maintenance of staff	
	competence. Must be able to travel	
	temporarily to client sites and/or	
	relocate throughout the U.S.	