



DEWAN FILHARMONIK PETRONAS  
KUALA LUMPUR, MALAYSIA

### ***Senior Executive (System Control & Record Management)***

Department: Finance & Corporate Services

Location: Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur City Center

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#### **Requirements:**

- Recognized university degree in Computer Science, Information Technology, Business Information Systems or related fields
- Minimum 3-5 years' working experience
- Knowledge in relevant operating system, computer hardware/software, programming
- Good troubleshooting and problem-solving skills
- Effective communication and interpersonal skills

#### **Job Purpose:**

Develop and implement all Information Technology (IT) and Record Management (RM) activities to ensure smooth running of the operations, within the limits of requirements, specifications, costs and timelines.

#### **Key Accountabilities:**

1. Strategy and Plans
  - Develop and implement IT and RM strategy and plans in line with business strategy in maximizing value creation. Define company and users' requirement and yearly budget required for the implementation.
2. IT Management
  - Develop, implement and manage requirement for information technology, computer systems, applications, software, hardware and other related areas which may include providing advisory and training to users, resolving issues and problems, managing security and access of network and backup system, conducting evaluation and upgrade exercise of IT system to ensure adequacy and operating effectiveness to meet users' requirements.
  - Research on industry future trends and best practices; identify and implement improvement opportunities using innovative and advanced techniques including digital to drive cost-benefit improvements.
  - Act as a central body to manage a master list and keep track of all IT assets, computer systems, applications, software, hardware available in the company; consolidate and prepare Fixed Asset (FA) report to accurately capture asset value and proper tagging of assets, conduct periodical asset verification exercise to ensure integrity of reporting.
  - Liaison between internal users and service providers or vendors on any company specific requirement in managing risk to overall system security.
3. Record Management
  - Create, manage, and maintain a fit for purpose record management system and process from records creation, classifications, security & accessibility, preservation through to disposal, complying to company's policies and procedures and regulatory requirement in order safeguard company's interest.
  - Manage and track the operationalization of record management in the company and maintain a proper process for knowledge retention in order to maximize effectiveness of the Record Management system.

4. Business Continuity Management
  - Coordinate the implementation of Business Continuity and Disaster Recovery plan to ensure continuity of business operations while minimizing business downtime, opportunity and financial losses and/or adverse business reputation impact during disaster or crisis.
5. Improvement and Sustainability
  - Implement improvement initiatives to support sustainability of information technology and record management delivery through adoption of industry best practices, technological and digital advancement to maximize value creation.
6. Other Duties as Assigned by the Company
  - Plan and execute all other duties as assigned by the company.

**Generic Accountabilities:**

1. Networking and Relationship Building
  - Foster and sustain effective working relationships and rapport with the government authorities, business and management institutions, national and key industry players and service providers in order to keep abreast with latest development in the relevant markets and capitalize on insider status and strategic alliances to capture opportunities for new business ventures and enhance public confidence in the company business solutions, products and services.
2. Good Governance
  - Enforce the implementation of applicable procedures and guidelines and affect the compliance to statutory and legislative requirements in order to ensure conformance to the established Limits of Authority (LOA), policies and government regulations to safeguard company and shareholders' interest, image and reputation.
3. Mindset, Behavior & Culture
  - Develop and implement distinctive mindset, behavior and culture within the working team to achieve high work performance by adopting and implementing value interventions, tools and methodologies to promote and instill high sense of commitment, ownership, integrity and loyalty that will contribute to operational excellence.
4. Leadership & Capability Development
  - Drive the development of competent working team that will enhance and sustain staff capabilities in achieving high performance delivery to ensure internalization of the right leadership and capabilities in executing their jobs.
5. HSE Policies and Code of Conduct
  - Communicate, interpret, and champion the execution of the objectives and provisions of the Health, Safety and Environment (HSE) policies and Codes of Conduct and Business Ethics (COBE) within the working team and undertake appropriate mitigation and/or intervention programs.

Interested candidates are invited to submit a complete CV stating personal particulars, employment history, qualifications and current salary together with a passport sized photograph.

Please direct your applications via email to the following:

**Human Resource & Administration of Finance & Corporate Services Department**

DEWAN FILHARMONIK PETRONAS

Level 2, Tower 2

PETRONAS Twin Towers

Kuala Lumpur City Centre

50088 Kuala Lumpur.

Malaysia.

Email: [career@dfp.com.my](mailto:career@dfp.com.my)

- Only shortlisted candidates will be notified.
- All applications will be treated in the strictest confidence.
- Closing Date: **30 April 2023**