# Job Detail

Manager Level

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| Position Title | Project Manager ( Vendor Management) |
| Company Name | Amdocs Inc. |
| Activated / Updated | 2024-03-27 / 2024-04-10 |
| Job Type | IT (Mainframe) - Project Manager<br>Consulting - IT System Consulting<br>IT (Embedded Software, Control Systems) - Project Manager |
| Industry | Telecommunications/Information Services |
| Location | Asia Japan Tokyo |
| Job Description | Focused on vendor management scope or areas including Service Level Management,<br>Contract Management, Vendor Escalation Management and also Vendor Decommissioning of services, Budget Tracking and Control, Data Management, Security Policy and Operational Reports.<br><br>What will your job look like?<br>  Triage issues to Third Party Vendors on a day to day basis<br>  Monitor Third Party Vendors to ensure any service levels and KPIs are delivered<br>  Track and report the performance of all Third-Party Vendors using a scorecard Agreed SLA's tracking as per each Individual Vendors<br>  Managing all aspects of Contracts including entering into new replacement agreements and renewal of existing Contracts<br>  Track, report and carry out timely escalation of issues and Third-Party Vendor performance to the Customer<br>  Escalate to the Third-Party Vendor team as and when their support is required, and as per the agreed in each vendor support agreement<br>  Manage and track escalations and requests to Third Party Vendors until the completion of the request<br>  Manage and track commercial aspects of budget process for software maintenance and licensing with the Third-Party Vendors including renegotiate terms in good faith and payments to Third Party Vendor<br>  Support Third Party Vendor evaluation to ensure service of appropriate quality is provided by the respective Third-Party Vendor, including within budget for applicable components<br>  Providing the Customer with lists of Personnel, Equipment and Software used by the Service Provider in performing the Services<br>  Remove client desktop Software and hardware made redundant by the decommissioning from Third Party Vendors<br>  Legal advisory/termination to the vendors<br>  Final signoff of successful completion of decommissioning<br>  Make sure all the Vendors under are following in accordance with the requirements of the Philippine Data Privacy Act, its implementing rules and regulations, or other Privacy Laws<br>  Vendor should jointly agree and implement the Customer Standards applicable to the Services<br>  Shall provide all vendor related reconciliation of Incident, Problem and operational changes with the Third-Party Vendors supporting the delivery of Services to the Customer<br>  The report includes number of open incidents, problem, operational change, and Service Request data of the Managed Contract Third Parties |
| Company Info | The Amdocs Cloud Business Unit is leading a high profile number of professional services, system integration and managed services.<br><br>We help enterprises make the most of cloud services with a focus on security, governance and compliance. We provide professional services for securing, migrating and managing the cloud infrastructure of large enterprise customers. We specialize in configuration management, automation, cloud computing, security and data management for a wide range of industries, including financial services, media, and telecommunications companies. By utilising our proven deployment frameworks, managed services, and trusted design patterns, we work with the largest and most security conscious organisations to unlock innovation through cloud computing. |

| | As market leaders in Enterprise Cloud Transformation, we have top tier partner status with major cloud platform providers including AWS, Google and Microsoft Azure.<br><br>【Measures against passive smoking】<br>No smoking indoors allowed |
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| Working Hours | 8 Hours / day |
| Qualifications | Bilingual in Japanese and English (Mandatory)<br>Bachelor's degree of IT and Equivalent<br>10-12 years of proven experience on vendor management scope of work, specifically on IT and Telco Industry areas<br>In-depth applied knowledge a master service agreement (MSA) or a framework agreement<br>In-depth applied knowledge of standard program/project management concepts, practices, and procedures.<br>Experience in the relevant domain and general knowledge in relevant areas such as project delivery, software development life cycle, testing, etc |
| English Level | Daily Conversation Level (TOEIC 475-730) |
| Japanese Level | Business Level(JLPT Level 2 or N2) |
| Salary | Depends on experience |
| Salary Description | ・Unlimited Leave<br>・Bonus<br>・Health Insurance<br>・Social Insurance<br>・Education/ Training<br>・Birthday Gifts<br>・Family-friendly Policies<br>・Employee Assistance Program (EAP)<br>・Long-term Service Award |
| Holiday Description | Five-Day Workweek<br>Sick Leave<br>Paid Holidays |
| Job Contract Period | Full Time Employment |
| Nearest Station | Hibiya Sta., 1 Chome-5-1 Yurakucho, Chiyoda City, Tokyo 100-0006, Japan |