

## Job Detail

Executive Level

Position Title	☆Major IT company from France☆ 【Head of the Information systems and Technology】 Japan
Company Name	ALTEN Japan Co., Ltd.
Activated / Updated	2024-04-18 / 2024-04-18
Job Type	Executive - CEO/COO/CFO/CIO/CTO/Other Executive - Other IT (Other) - In-house System Operator
Industry	IT Consulting
Location	Asia Japan Tokyo

## [Mission]

The Head of the Information systems and Technology ensures the information system's alignment with group and company strategy, and is responsible for the design, implementation, and operational maintenance of the information system, along with its security, quality, and compliance with group policies as well as local policies, standards, and regulations.

To this end, he is responsible for marketing the IS1 and the IT2 Department, both within the company and externally if applicable.

He proposes to general management the major changes to the company's IS&T and approves them with the corresponding business functions.

He anticipates the necessary changes according to the group and the company's strategy and controls costs.

He proposes investments to make the desired technological leaps.

He ensures the information system is effective and manages risks.

## [ACTIVITIES AND TASKS]

Depending on the organization setup, the 【Head of the Information systems and Technology】 can delegate one or several of these activities and tasks, while keeping the final accountability.

Definition, supervision, and implementation of IS&T policies, within the group framework:

- Sets the company's strategic direction for IS&T.
- Advises and defines the company's IS&T policy.
- Monitors all IS&T activities.
- Allocates the IS&T department's resources (human resources, budget, etc.).

Promotes quality in relationships with internal partners:

- Organizes, leads, and monitors interactions between general management and the information system managers.
- Ensures the quality of the customer-supplier relationship.
- Defines and ensures compliance with service contracts and their Service Level Agreements.

Defines and implements a "make or buy" policy for IS&T:

- Negotiates, controls, and monitors sub-contracting agreements and their implementation.

(1) Information Systems: business applications

(2) Information Technology: devices, end user services, connectivity, hosting, cloud operations

- Analyses the market, evaluates subcontracting offers, and makes proposals to general management.
- Analyses performance and monitors sub-contractor quality.

Sources technology with procurement and the owning business function:

- Conducts RFPs with the owning business functions
- Contributes to the selection process
- Steers the selected technology supplier

Delivers IS&T projects:

- Ensures proper integration into the landscape
- Ensures project delivery according to budget, scope, timeline
- After project completion, ensures an efficient transition to run

Job Description	<ul style="list-style-type: none"> <li>• Ensures the retiring of replaced IS&amp;T if applicable, to prevent cost and complexity inflation</li> </ul> <p>Internal communications, motivation, and coordination of IS&amp;T department staff:</p> <ul style="list-style-type: none"> <li>• Defines and supervises the general management and organization of the IS&amp;T department.</li> <li>• Manages and arbitrates among multidisciplinary projects potentially involving geographically scattered participants.</li> <li>• Implements change management actions for IS&amp;T staff.</li> </ul> <p>Supervision of relationships with external service providers and partners:</p> <ul style="list-style-type: none"> <li>• Manages relationships with IS&amp;T partners.</li> <li>• Monitors relationships with external partner organizations.</li> </ul> <p>Ensures IT security:</p> <p>In accordance with group policies, implements the IS&amp;T risk management policy.</p> <ul style="list-style-type: none"> <li>• Ensures the reliability, confidentiality, and integrity of information systems.</li> <li>• Ensures business continuity and disaster recovery readiness are aligned with business expectations.</li> <li>• Conducts regular exercises to ensure company readiness.</li> </ul> <p>Technological watch:</p> <ul style="list-style-type: none"> <li>• Keeps an eye on the latest technology trends and identifies opportunities he then submits to the business.</li> </ul> <p>Operational efficiency:</p> <ul style="list-style-type: none"> <li>• Supports the business with automation and AI capabilities to improve their operational performance</li> </ul> <p>Sustainability:</p> <ul style="list-style-type: none"> <li>• Ensures the IS&amp;T environmental footprint is managed, including hardware lifespan, supplier commitments, etc.</li> </ul> <p>Human resources management:</p> <ul style="list-style-type: none"> <li>• Attracts IS&amp;T talent and retains them</li> <li>• Grows talent by providing training and career paths</li> </ul> <p>[DELIVERABLES]</p> <ul style="list-style-type: none"> <li>• The company's IS&amp;T strategic roadmap</li> <li>• The company's information system</li> <li>• The IS&amp;T performance dashboards</li> </ul> <p>[PERFORMANCE INDICATORS]</p> <p>To be adapted to local business practice.</p> <p>Cost-effectiveness of the information system (total cost of ownership per serviced user).</p> <p>Level of cybersecurity protection:</p> <ul style="list-style-type: none"> <li>• Time to Patch, number of CVEs<sup>1</sup> and with HR:</li> <li>• Results of phishing campaigns (phish-prone score)</li> <li>• Employee attendance to cybersecurity awareness training.</li> </ul> <p>(1) Common Vulnerabilities and Exposures</p> <ul style="list-style-type: none"> <li>• Level of IS&amp;T employee turnover</li> </ul> <p>Systems availability level and performance</p> <p>Project indicators:</p> <ul style="list-style-type: none"> <li>• Timeliness, scope, cost, quality</li> <li>• ROI (business value generation, cost reduction, risk reduction)</li> </ul> <p>End user C-SAT or Net Promoter Score</p>
Company Info	<p><b>【charm】</b></p> <p>☆The market size is said to be 100 trillion yen in 2030, so it has great future potential!</p> <p>☆As of 2022, the sales of the entire group will reach 544.3 billion yen!</p> <p>☆We boast a stable business foundation with an occupancy rate of 200% compared to last year!</p> <p><b>[Company culture]</b></p> <p>People of all ages, from teenagers to those in their 50s, are active, mainly men. Employees working at each project site have plenty of opportunities for communication, such as regular interviews with our personnel and senior employees, and because they can work with peace of mind, our retention rate over the past year has been over 95%. We are proud of</p> <p><b>【Main client】</b></p> <p>Fuji Soft, Fuji Electric, Computer Systems, Sky, Tokyo Computer Services, Hitachi Solutions East Japan, Hitachi Power Solutions, Nuflare Technology, ASML, Canon Medical Systems, Veriserve, SHIFT, Gumi, Comture, HONDA, PSA (Peugeot), Renault ( Major semiconductor/equipment manufacturers such as Renault) and Volvo (in no particular order, title omitted)</p> <p><b>[Member organizations]</b></p> <p>SEAJ (Semiconductor Manufacturing Equipment Association of Japan)</p> <p>JJET (Non-profit organization Japan Information Technology Exchange)</p>

	<p><b>【Base】</b>  <b>■Tokyo/2nd floor, Tamachi East Wing, 3-5-39 Shibaura, Minato-ku, Tokyo</b>  <b>■Nagoya/Global Gate West Tower 9th floor, 4-60-12 Hiraike-cho, Nakamura-ku, Nagoya, Aichi Prefecture</b>  <b>■Sendai/5th floor, Sendai MT Building, 4-2-3 Kosooka, Miyagino-ku, Sendai, Miyagi Prefecture</b></p> <p>[Measures to prevent passive smoking]  No smoking indoors (smoking room available)</p>
Working Hours	9:30 ~ 18:30 (Regular working hours: 8 hours 0 minutes, break: 60 minutes)
Qualifications	<ul style="list-style-type: none"> <li>- English International professional proficiency (TOEIC 905) and Full Japanese proficiency are mandatory.</li> <li>- 5 years of higher education, high-level manager.</li> <li>- IT Business Systems Experience</li> <li>- Management of IS&amp;T teams in an international context.</li> <li>- Management of large, company-wide projects and programs.</li> </ul>
English Level	Fluent (TOEIC 865-)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 10000K - JPY 13000K
Salary Description	<ul style="list-style-type: none"> <li>• Commuting allowance: Yes</li> <li>• Family allowance: Yes Dependent allowance available</li> <li>• Overtime allowance: Yes</li> <li>• Social insurance: health insurance, welfare pension, employment type, workers' compensation insurance</li> <li>• Retirement pension system</li> <li>• Various condolence systems</li> </ul> other
Holiday Description	<ul style="list-style-type: none"> <li>■Complete 2-day weekend system (Saturdays, Sundays, and holidays)</li> <li>■Summer vacation (according to workplace calendar)</li> <li>■New Year holidays (according to workplace calendar)</li> <li>■Paid vacation (take rate 98%)</li> <li>■Congratulatory and condolence leave</li> <li>■Prenatal/postnatal leave (with track record of taking/returning to work)</li> <li>■Childcare leave (taken and reinstated)</li> <li>■Special leave</li> <li>■Nursing care leave</li> <li>★Ability to take 5 or more days of consecutive vacation</li> </ul>
Job Contract Period	Full-time employee (trial period: 3 months) [Selection method] Written test: None Number of interviews: 2 times Online interview: Possible
Nearest Station	JR Line Tamachi Station 2 minutes walk