



INSTITUT JANTUNG NEGARA
National Heart Institute

We are looking for suitable and qualified candidate for the following position:

SAP BASIS ADMINISTRATOR MANAGEMENT INFORMATION SYSTEM DEPARTMENT

Responsibilities

- Familiar with SAP ECC6 and S/4 HANA, Fiori, BW.
- Responsible for the installation, upgrade, troubleshoot and maintenance of SAP systems.
- Perform database administration, implement backup and restore strategy, space management.
- Responsible for contingency planning, disaster recovery (DR) strategy and solution.
- Perform SAP audit and licenses and compliance with SAP Global Audit.
- Assist on system performance and IT infrastructure.

Requirements

- Degree in Information Technology or equivalent.
- At least 3 – 5 years of working experience in similar role.
- Good project management skill and business improvement process.
- Excellent written and verbal communication skills.
- Proficient in the use of MS Office.
- Self-motivated, team player and enthusiastic.
- Ability to work creatively and analytically in problem solving environment.
- Knowledge in SAP FICO and Material Management (MM) and integration to third party system.
- Prepares and maintain system manual, documentation and procedures.
- Certification in SAP would be an advantage.

Closing Date

1st June 2019

**Talent Acquisition Unit
Human Capital & Organizational Development**

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**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**