



**CIC Environmental Services Sdn Bhd (CIC)** is a leading professional oil and gas and industrial waste management company listed under the Ministry of Development and Department of Environment, Parks and Recreation (JASTRe).

We have the following vacancy within our Waste Oil Treatment Centre at Kuala Belait.

- **ICT & System Administrator Executive (1 Position)**

Detailed information regarding the position can be found at [www.cicgrp.com](http://www.cicgrp.com)

Application open for Bruneian Nationality and Permanent resident only.

Interested applicants can email their CV with recent passport size photograph to [hrd@cicgrp.com](mailto:hrd@cicgrp.com). Please state clearly in the email subject the position apply for.

Closing date **14<sup>th</sup> April 2019**



**CIC Environmental Services Sdn Bhd** is an established local company specializing in oily and hazardous waste management as well as waste water treatment.

**Position: ICT & System Administrator Executive (1 Position)**

**Minimum Requirements:**

- BSc/BA/B.Eng. in Information Technology, Computer Science, System Engineering or related discipline
- Minimum 5 years of experience
- Having personal certification. E.g. CompTIA A+, Microsoft Certified Systems Administrator (MCSA) is an advantage
- Experience with databases, networks (LAN, WAN) and patch management
- Technical knowledge of system security and data backup/recovery
- In-depth understanding of diverse platforms of computer systems, operating systems and network
- Good knowledge of internet security and data privacy principles
- Good verbal and written communication skills in English, Malay beneficial
- Outstanding organizational and planning skills with the ability to co-ordinate activities across departments
- Outstanding time-management skills
- Diligent and detail orientated

**Job & Responsibilities:**

- Prepare annual ICT strategy and review progress quarterly, ensure results are accomplished by planning, monitoring and coordinating tasks to ICT members, as well as enforcing the implementation across entire organization.
- Reflect company's policies and standards in developing and implementing IT systems, policies and procedures.
- Develop expertise and competency within ICT team by recruiting and training employees, whether coaching on the job or by scheduling external courses or trainings.
- Monitor the performance of IT team in maintaining system administration, software and hardware reliability, management of company's IPBAX system, desirable response time for troubleshooting.
- Establish and enforce standards within ICT team in order to deliver quality service.
- Assign resources effectively when supporting projects as requested by other departments.
- Prepare annual budget and forecast requirements throughout the company, monitor and follow up on scheduled expenditures, review and identify variances.
- Ensure ICT assets are recorded and inventoried accurately in the system.
- Identify opportunities for improvement on a company-wide basis with provision of reliable and secure technology and systems.

- Schedule and plan for regular awareness on various ICT subjects including documents confidentiality, server usage, safety related topics, online securities.
- Review and discuss staff performances regularly to ensure alignment with KPI, strategies and expectations.
- Contribute to team effort by accomplishing objectives and desired results as needed.

Preference will be given to **Brunei Citizens and Permanent Residents**. Interested applicants, please submit a full resume with recent photograph and expected salary to the following address:

**The Manager**

P.O Box 331,

Kuala Belait KA1531,

Brunei Darussalam

Or email to : [hrd@cicgrp.com](mailto:hrd@cicgrp.com)

Applications should reach us latest by **14<sup>th</sup> April 2019**



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- **Admin & Accounts Assistant (1 Position)**

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Closing date **8<sup>th</sup> April 2019**



CIC Environmental Services Sdn Bhd is an established local company specializing in oily and hazardous waste management as well as waste water treatment.

**Position: Admin & Accounts Assistant (1 Position)**

**Minimum Requirements:**

- Minimum Higher National Diploma in Business, Accounting, Finance or related field
- At least 2 years working experience
- Possess good writing and communication skills
- Ability to multi task and prioritize work effectively
- Ability to work under pressure and work independently with minimum supervision
- Possessed a valid driving license

**Job & Responsibilities:**

- Answer and direct phone calls
- Receive, sort and distribute correspondence
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Maintain and manage office supplies
- Preparing payment voucher and cheque
- Handle payment for suppliers, utilities and phone bills
- Handle deposit and withdrawal of cash
- Dispatch supplier invoices and collection of cheque
- Prepare staff expenses and reimbursement
- Key data into company accounting system
- Handle registration of Certificate of Disposal
- Handle STARS withholding Tax Filing and payment submission
- Handle Certificate of Origin application
- Able to handle Ad-Hoc duties as required

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