Job Description
"Senior Executive or Executive - System and Data"

Guiding Statements

- **Our Vision**: To provide an innovative international education that inspires learners to make a positive impact on the world.

- **Our Mission**: To provide an inclusive learning community, embracing diversity by offering a challenging IB education which empowers its members to be caring, global citizens.

- **Our Motto:** "Igniting Minds, Impacting Lives"

School Context

IGB International School (IGBIS) is a vibrant Early Years to Grade 12 international school that provides a dynamic, innovative and inclusive learning environment where students are challenged to excel in both their learning and personal growth. An International Baccalaureate (IB) World School, IGBIS was the first school in Malaysia authorised for the full continuum of IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), and the Career-related Programme (CP). IGBIS is the only school in Malaysia accredited by the New England Association of Schools and Colleges (NEASC) and is also a member of the Association of International Malaysian Schools (AIMS), the East Asia Regional Council of Schools (EARCOS), the Council of International Schools (CIS) and Next Frontier Inclusion.

An IB education aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. This philosophy underpins the curriculum, co-curricular and after-school programmes at IGBIS with the aim to inspire students to become principled, global citizens. IGBIS is committed to providing high-quality international education for our students in an inclusive learning community where they participate in a challenging, caring and holistic educational experience.

Pro-Diversity Statement

As a school with inclusiveness as a Pillar, we are committed to diversity and therefore aim to hire staff as diverse as the students we serve. Our goal is to create an organizational culture that gives voice to the variety of global perspectives from within Malaysia and across the world. To do this, we encourage a wide range of candidates to apply, including people from traditionally underrepresented backgrounds. We consider all applications in a manner that is as respectful as we pursue hiring the best available people who are experienced, qualified and mission-aligned.

Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. Applicants for any position at IGBIS undergo child safeguarding screening including checks with past employers, law enforcement authorities, and other governmental agencies as required.

Reports to

ICT Manager

Main Working Relationships

Teachers and Support Staff

Our Shared Responsibility

- Commit to, pursue and positively promote the School's Vision, Mission, Motto and Pillars.
- Model and encourage a culture and climate in support of the IGBIS Guiding Statements and the IB Learner Profile to create a sense of belonging for all.
- Develop an environment in which students and staff are challenged, supported and provided with a sense of purpose so as to develop and maintain an enthusiasm for learning.
- Critically reflect on and constantly improve your own knowledge and skills through professional dialogue, collaboration and professional development.
- Build relationships with all stakeholders that promote the success of the School.
- Communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive and/or challenging.
- Have the ability to organize tasks and manage your time in order to meet deadlines with accuracy and professionalism.

Position-Specific Responsibilities

- **Data Management** - Responsible for data gathering, processing, ensuring data structures are adequate and report design and administration as required
- **Core Application Support** - Responsible for working with relevant departments to define requirements for system integration in school and others
- **Support** - Being the primary contact for academic-related support for data and systems.
- **Training** - Able to provide training for core application-specific training for teaching and non-teaching staff.

1) System and Data

- Managing administration and integration and maintenance of the school's system and related programmes such as Open Apply, Managebac, G-Suite, Hapara, Toddle and etc
- Administer the rollover process for the new academic year in Open Apply and Managebac.
- Academic support related to relevant academic report templates, attendance reports and maintaining accurate data utilising relevant software.
- Work closely with the Academic team on data and system effectively to ensure the integrity of all data.
- Create and enforce policies for effective data management
- Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
- Establish rules and procedures for data sharing with senior management, external stakeholders etc.
- Support others in the daily use of data systems and ensure adherence to legal and company standards
- Assist with reports and data extraction.
- Monitor and analyse information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)
- Ensure digital databases and archives are protected from security breaches and data losses

- Troubleshoot data-related problems.

2) Help Desk
- To assist ICT Team with Helpdesk and support

Personal Attributes, Skills and Characteristics

- Honesty, integrity and compassion, all with a good sense of humour.
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.
- Fluency in English with strong oral and written communication skills.
- Have the resilience, flexibility and energy needed to thrive in a growing and dynamic school.
- Ability to establish effective working relationships based on mutual respect with co-workers, students and parents alike.
- Open- and internationally-minded with good intercultural understanding.
- Proven problem-solving skills and the initiative to act on them.
- Proficient in Google Workspace (G-Suite) and MS Office
- An analytical mindset with problem-solving skills
- Ability to decipher and organize large amounts of data
- An analytical mindset with superb communication, collaboration and problem-solving skills
- Ability to translate complex problems clearly and in non-technical terms
- Ability to work in minimal direct supervision and a team player
- Ability to communicate clearly and effectively.

Required Qualifications

All applicants are required to:

- Bachelor's Degree in Computer Science, Information System, Data Science, Statistics or related field
- A minimum of 3 years' experience in data management or analysis

All applicants are preferred to have:

- High-level computing skills and knowledge in SQL, JavaScript and other programming languages will be an added advantage.
- Excellent understanding of data administration and management functions (collection, analysis, distribution etc.), preferably in education sector
- Familiarity with modern database and information system technologies

How to Apply

Candidates should email their application to Human Resources at humanresources@igbis.edu.my with the specific position being applied to in the subject line. Please be sure to include:

1. A cover letter specific to the role you are applying for with why you believe you are a fit.
2. An up-to-date CV with no employment gaps.
3. The contact details for two referees including your current/most recent direct supervisor.