



## Head of IS&T Japan

フランスに本社を置く グローバル技術コンサルティング企業の日本法人

### 募集職種

#### 採用企業名

アルテンジャパン株式会社

#### 求人ID

1562706

#### 部署名

情報システム部

#### 業種

ビジネスコンサルティング

#### 会社の種類

外資系企業

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 港区

#### 最寄駅

山手線、 田町駅

#### 給与

経験考慮の上、応相談 ~ 1500万円

#### 更新日

2026年05月20日 00:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ネイティブ

#### 最終学歴

大学卒： 学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

AL TEN is a world leader in engineering and IT services, with more than 57,400 employees in nearly 30 countries. As we grow our Service Offerings in Japan, we are looking to hire a country Head of Information Systems and Technology (IS&T).

As the business transforms to support further growth, the main objective of this position is to establish with the Local Business, with the AL TEN Group and with the Asia Region a foundation for further growth, across all aspects of IS&T: organization, business applications, data analytics, digital workplace, infrastructures, cybersecurity, etc. If you are looking for

a growth opportunity in a dynamic group and environment, look no further.

### **MISSION**

The Head of IS&T 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 IS&T 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.
- 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
- Ensures the retiring of replaced IS&T if applicable, to prevent cost and complexity inflation

#### **Internal communications, motivation, and coordination of IS&T department staff:**

- Defines and supervises the general management and organization of the IS&T department.
- Manages and arbitrates among multidisciplinary projects potentially involving geographically scattered participants.
- Implements change management actions for IS&T staff.

#### **Supervision of relationships with external service providers and partners:**

- Manages relationships with IS&T partners.
- Monitors relationships with external partner organizations.

#### **Ensures IT security:**

In accordance with group policies, implements the IS&T risk management policy.

- Ensures the reliability, confidentiality, and integrity of information systems.
- Ensures business continuity and disaster recovery readiness are aligned with business expectations.
- Conducts regular exercises to ensure company readiness.

#### **Technological watch:**

- Keeps an eye on the latest technology trends and identifies opportunities he then submits to the business.

#### **Operational efficiency:**

- Supports the business with automation and AI capabilities to improve their operational performance

#### **Sustainability:**

- Ensures the IS&T environmental footprint is managed, including hardware lifespan, supplier commitments, etc.

#### **Human resources management:**

- Attracts IS&T talent and retains them
- Provides the team with a vision and motivation
- Grows talent by providing training and career paths

### **DELIVERABLES**

- The company's IS&T strategic roadmap
- The company's information system
- The IS&T performance dashboards

**雇用形態**

正社員  
試用期間 有り(3ヶ月)

**給与条件**

想定年収: ~ 1,500万円  
月給制

**賞与**

年2回(6月、12月)

**昇給**

年1回(1月)

**交通費**

全額支給

**社会保険**

健康保険 厚生年金 雇用保険 労災保険

**残業手当**

なし

**その他手当**

家族手当

**就業時間**

フレックスタイム制  
コアタイム 10:00~15:00  
休憩時間 45分

**福利厚生**

- ◆ 社会保険完備
- ◆ 資格取得支援制度(受験料補助・合格祝い一時金支給)
- ◆ 退職年金制度
- ◆ 各種慶弔制度
- ◆ 提携保養所
- ◆ 研修制度(eラーニング/OJT研修/外部研修/企業での研修/マナー研修/ビジネス研修/英語研修)
- ◆ オフィス内禁煙

**休日**

年間休日 125日  
完全週休二日制 土日 祝日 年末年始  
年間有給休暇10日~20日(下限日数は、入社半年経過後の付与日数となります)  
入社7ヶ月目には最低10日以上

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**スキル・資格****PROFESSIONAL BACKGROUND**

- Management of IS&T teams in an international context.
- Management of large, company-wide projects and programs.
- Fluent English and 日本語 are mandatory.

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**会社説明**