



Asian Reinsurance Corporation

Asian Reinsurance Corporation is an inter-governmental organization established in 1979 under the UN/ESCAP to promote regional cooperation in the field of reinsurance writing a diversified book of facultative and treaty reinsurance from Asia, Africa and Middle-East.

The Corporation is looking for an experienced person to join our team in IT Department .

Overall Objective: To support both Hardware and Software in IT Department

Current Vacancy: **IT Department (1 Position)**

Position: **Assistant Administrative Officer / Senior Superintendent**
Full-Time position

Requirements : Candidate must possess a Bachelor's Degree (preferably in Computer Science / Engineering, Information Systems / Technology).

Remuneration: Salary & Benefits commensurate with qualifications and experience. Review on annual basis

Experience & Aptitude:

- Should have at least 3 years experience in IT system.
- Familiar with Oracle Database / the Principle of computer programming (VB Scripting, SQL Plus / the Principle of Computer Networking / CMS Systems and Web technology).
- Experience in reinsurance / insurance will be an advantage.
- Good command of spoken and written English.

Job description:

- Support, Implementation and administration of the Insurance software and Accounting software based on Oracle.
- Coordination with the users on regular basis and guide them.
- Training the users on Insurance software / generation of various reports.
- Generating management reports.
- Support, Maintenance and problem solving in Computer, Networking and IT infrastructure (Hardware and Software).
- Other duties as may be assigned from time to time.

Note:

- 1) On the job training will be provided
- 2) Bright prospects for future career growth and development depending on performance and achievement

Application with duly filled application form and detailed CV should be sent for the attention of Thararat Peamsanga on or before 15 November 2021.

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