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VACANCY NOTICE

POSITION : **ASSISTANT MANAGER - ENTERPRISE SOLUTION ARCHITECT**
LOCATION : Kuching, Sarawak
INDUSTRY : Education
TYPE : Fixed-Term Contract
REF : C14072026/IT

JOB SUMMARY

The Enterprise Solution Architect will lead the design, governance, and transformation of the University's IT ecosystem. This role is accountable for developing and maintaining enterprise solution principles, architecture patterns, and a multi-year roadmap that aligns with the University's digital transformation objectives. The architect will ensure end-to-end traceability from high-level design through detailed solution design to implementation and ongoing operations, driving modernisation across on-premises, hybrid, and cloud environments.

KEY RESPONSIBILITIES AREAS

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position's activities.

1) **Infrastructure Management**
   a) **Enterprise Solution Standards, Target-State Alignment & Roadmap**
      - Develop and own enterprise solution principles, architecture patterns, and solution roadmap(s) for priority capabilities (e.g., identity, integration, data, applications, platforms).
      - Ensure solution designs align with enterprise architecture (EA) direction, University strategies, and digital transformation initiatives.
      - Evaluate, test, and recommend solution approaches (including cloud patterns) for University-wide adoption, balancing scalability, security, cost, and operational impact.
      - Maintain awareness of emerging enterprise technologies and industry trends; drive continuous improvements and adoption guardrails.
      - Conduct solution feasibility assessments and define assumptions, risks, and success metrics early.

   b) **Enterprise Architecture Design, Governance & Compliance**
      - Assess and analyse current state enterprise architectures impacting the initiative (business processes, applications, data, integration, security, and platform/infrastructure).
      - Collaborate with cross-functional teams to design end-to-end solutions that meet functional and non-functional requirements.
      - Own High Level Design (HLD) / Detailed Design (DLD) / Low Level Design (LLD) deliverables for enterprise solution initiatives, ensuring consistent design from concept to implementation.
      - Produce and govern architectural documents for logical, physical, integration, cloud/hybrid, data, and security design aspects (where applicable).
      - Ensure solutions meet enterprise architecture alignment, cybersecurity requirements, and IT governance controls.
      - Govern LLD compliance with standards, ITIL/ITSM, and operational readiness (support model, monitoring, runbooks, DR/BCP impacts).
      - Ensure solution patterns enable reuse and reduce complexity (standard APIs, reference data models, integration patterns, deployment patterns, etc.).

- Create and maintain detailed architectural documentation and decision records (trade-offs, options considered, rationale).
- Secure architectural approvals prior to procurement, build, or implementation, including review of cross-system impacts.

c) Enterprise Solution Delivery Across On-Prem, Cloud & Data Centre Transformation

- Provide enterprise solution architecture leadership spanning on-premises, cloud (e.g., Azure/AWS), hybrid, and datacentre considerations, with an emphasis on how the solution works end-to-end.
- Drive transitions enabled by the initiative: modernise platforms and infrastructure to support business and application outcomes, not infrastructure alone.
- Promote adoption of virtualisation, containerisation, and platform technologies where they support the enterprise solution model.
- Ensure data and integration aspects are addressed: data flows, master/reference data concepts, eventing/integration approach, and data governance interfaces.
- Define security-by-design for the solution (identity, authorisation, secrets, encryption, auditability, threat model inputs).

d) Project & Program Delivery Leadership

- Lead enterprise solution design through delivery: design → build enablement → testing strategy → deployment → operational transition.
- Lead enterprise solution streams within complex projects/programs, ensuring alignment to SLAs, reliability, and measurable outcomes.
- Troubleshoot and resolve complex technical issues that span multiple systems/domains, escalating when needed.
- Support change management for enterprise adoption by defining rollout architecture (migration approach, coexistence, backward compatibility, cutover strategy).

e) Stakeholder Engagement, Advisory

- Deliver customer-focused enterprise solution guidance aligned with agreed KPIs and service performance indicators.
- Provide expert advice on complex enterprise solution and resource implications (technical, operational, cost, risk).
- Communicate solution architecture clearly via briefings, decision papers, and executive summaries for varied audiences.
- Partner with Non-Academic and Academic stakeholders to ensure the solution supports faculty/department needs and adoption success.

f) Leadership & Transformation

- Initiate and manage continuous improvement initiatives (standardisation, simplification, consolidation, cost optimisation).
- Lead stakeholder expectation management and change management across faculties and departments.
- Improve client satisfaction and strengthen long-term relationships.
- Lead meetings and presentations with vendors and stakeholders to communicate architectural plans and solutions**.**

2) Policy & Planning

- Assist and support the Manager, Infrastructure & Cybersecurity Risk to implement and to ensure compliance with all University IT-related policies.

3) Documentation

- Develop and maintain various procedural and technical documents in areas such as customer service and application support.

4) Report

- Prepare and provide reports on the relevant information as and when needed by the Management.

5) Liaison and Interaction

- Work effectively and with flexibility as a member of the team in providing input, advice and assistance as and when required

6) Others

- Any other duties as directed by the Manager, Infrastructure & Cybersecurity Risk; and/or Director, Information Technology; or by an authorised personnel.

JOB REQUIREMENTS

- A Bachelor's degree in Information Technology (IT), Computer Science or other related discipline from a recognised institution.
- Master's degree holder can be considered.
- Minimum 3 - 5 years of relevant working experience including one (1) year at supervisory level in leading a team of staff.
- Proven experience producing and governing DLD and LLD in large-scale infrastructure/cloud programs.
- Strong exposure to IT architecture governance, ITIL/ITSM, Agile, and DevOps environments.
- Demonstrated ability to ensure architecture-to-implementation traceability (DLD → LLD → Build → Operations).
- Ability to translate business and architectural requirements into clear HLD, DLD, and LLD artefacts.
- Strong evaluation skills for technical depth, risks, and operational readiness.
- Relevant certifications (e.g., AWS Certified Solutions Architect, Microsoft Certified: Azure Solutions Architect Expert, VMware) are preferred.
- Excellent problem-solving, solution design, and consensus-building skills across diverse stakeholders.
- Excellent communication and teamwork abilities.
- Ability to learn and adapt to new technologies quickly.
- Flexibility in Working Hours: Exhibits willingness to operate beyond regular office hours as necessary to fulfill job demands.

TO APPLY

1. Applications should include with their application **a detailed CV** indicating qualifications, experience, and other matters considered relevant to the application.

2. The application must also include a separate document addressing each applicable element of the **Key Selection Criteria** ***(As per attached below).***

3. Copy of all your academic certificates (compile all in one pdf file).

4. Email your application to resume@unitalentcareer.com or WhatsApp to +6012-5227761.

Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge / Experience / Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		**Essential / Highly Desirable / Preferable**
1.	a) A Bachelor's degree in Information Technology (IT), Computer Science or other related discipline from a recognised institution. Master's degree holder can be considered.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.		**Essential / Highly Desirable / Preferable**
1.	Minimum 3 - 5 years of relevant working experience including one (1) year at supervisory level in leading a team of staff.	Essential
2.	Proven experience producing and governing DLD and LLD in large-scale infrastructure/cloud programs.	Essential
3.	Strong exposure to IT architecture governance, ITIL/ITSM, Agile, and DevOps environments.	Essential
4.	Demonstrated ability to ensure architecture-to-implementation traceability (DLD → LLD → Build → Operations).	Essential
5.	Ability to translate business and architectural requirements into clear HLD, DLD, and LLD artefacts.	Essential
6.	Strong evaluation skills for technical depth, risks, and operational readiness.	Essential
7.	Relevant certifications (e.g., AWS Certified Solutions Architect, Microsoft Certified: Azure Solutions Architect Expert, VMware) are preferred.	Highly Desirable
8.	Excellent problem-solving, solution design, and consensus-building skills across diverse stakeholders.	Highly Desirable
9.	Excellent communication and teamwork abilities.	Highly Desirable
10.	Ability to learn and adapt to new technologies quickly.	Highly Desirable
11.	Flexibility in Working Hours: Exhibits willingness to operate beyond regular office hours as necessary to fulfill job demands.	Preferable