



## JOB VACANCY

The Board of Engineers Malaysia (BEM) is a Federal Statutory Body constituted under the Registration of Engineers Act 1967.

BEM invites applications from **Malaysian candidates** to fill the following positions:

**Post:**

Officer, Grade N41 (Qualification)

**Job Description:**

1. Execute and control day-to-day functions of the Unit that to be assigned including future works planning and implementations including budgetary controls of the department.
2. Carry out the secretariat role to the committee(s) which include attending meeting, minutes writing, preparation, scheduling, coordination and following-up.
3. Execute and control the administration and day-to-day functions of Unit, while ensuring continuous service render to stakeholder(s).
4. Execute the effort for the department to achieve its KPI(s) and objectives.
5. Mediate and resolve conflicts / differences between subordinate(s), stakeholder(s) and authorities, otherwise escalate to direct Superior.
6. Provide know-how and knowledge in determining improvement for process and system enhancement.
7. Assist in planning, preparing, monitoring and controlling of annual budget and ad-hoc budget for management and committee(s) approval.

**Job Requirement:**

1. Min. Education: Degree in any MQA/BEM recognized program in related field.
2. Related Experience (Years):
  - At least 1 year of experience in administrative work
3. Competencies and skill:
  - Working knowledge in secretariat practices.
  - Able to communicate with various levels of professions.
  - Possess good leadership and team player.
  - Able to provide guidance to subordinate staffs in fulfilling job requirements.
  - Good communication and interpersonal skills.
  - Competent in Microsoft applications and web-based applications
  - Good analytical analysis.
  - Result oriented and customer oriented.

Salary scheme subject to BEM's scheme of service. Remuneration will commensurate with qualification and experience. Probation period 1 – 3 years.

Interested applicants are invited to submit full resume including details of working experience, present and expected salary, photocopies of certificates/testimonials, non-returnable passport size photo and telephone contact number via **email** to

**halim@bem.org.my**

or

**aizura@bem.org.my**

**Closing date : 20th June 2018**

**Only shortlisted candidates will be notified**

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