



## 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:**

Senior Manager, Grade N52 / Manager, Grade N48  
(Human Resource/Administration/Quality)

**Job Description:**

1. Heading day-to-day functions of the Department including future works planning and implementations including budgetary controls of the department.
2. Lead the secretariat role to the committee(s) which include attending meeting, minutes writing, preparation, scheduling, coordination and following-up.
3. Lead the administration and day-to-day functions of Unit, while ensuring continuous service render to stakeholder(s).
4. Lead 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. Lead the improvement for process and system enhancement.
7. Lead in planning, preparing, monitoring and controlling of annual budget and ad-hoc budget for management and committee(s) approval.
8. Lead Quality Management System (QMS) incl. ISO9001:2015 & Risk Management.
9. Lead the administration work of BEM
10. Lead the Human Resource work of BEM.

**Job Requirement:**

1. Min. Education: Degree in any MQA/BEM recognized program in related field.
2. Related Experience (Years):
  - At least 15 years exposure in Human Resource, Administration and Quality.
3. Competencies and skill:
  - Understanding of QMS, Human Resource and administration principles.
  - Working knowledge and proficient in secretariat practices.
  - Experience in stock-take and audit processes.
  - Proficient in TNA, competency matrix & assessment matters.
  - Able to communicate with various levels of professions.
  - Has an understanding of budgeting and forecasting works.
  - Able to provide guidance to subordinate staffs in fulfilling job requirements.
  - Possess good counsel, leadership and team player.
  - 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**