



## **JOBS OPPORTUNITY AT MGTC**

### **WE ARE HIRING!**

Malaysian Green Technology and Climate Change Centre (MGTC) is an agency of the Ministry of Environment and Water (KASA) mandated to drive the country in the scope of Green Growth, Climate Change Mitigation and Green Lifestyle.

Talented, dedicated, passionate, innovative and highly motivated individuals are invited to apply for these vacant positions:

- 1. SENIOR ANALYST - MOBILITY, INNOVATION & NEW ENERGY DIVISION**
- 2. ANALYST – CITIES & INDUSTRY DIVISION**

### **The Job**

To support the specific project implementation, consist of various activities which would require close monitoring of the deliverables and implementation timeline to meet the set targets.

#### **1. Operation Planning & Targets**

- Assist in developing the annual budget and operational plan to support the implementation of the programs/project.
- List initiatives and strategies to meet the various targets set.

#### **2. Technical Reference**

- Ensure in-depth knowledge of policies and technologies.
- Remain up to date on industry news and development.

#### **3. New Project Development**

- Assist in preparing a proposal for clients on new projects.
- Conduct research to identify new markets and customer needs.

#### **4. Project Management**

- Assist in developing the evaluation framework to assess the strength of the program/project and to identify areas of improvement.
- Ensure all ongoing projects meet the project charter and contractual obligation.
- Assist in managing clients, assessors and stakeholders.

#### **5. Technical Analysis & Documentation/Data**

- Keep records to document the programs/project's activities and maintain proper records and database.
- Ensure quality of reports from projects.

#### **6. Involved in departmental projects, initiatives or programs and support other tasks & activities as and when required**

## The Person

### 1. SENIOR ANALYST - MOBILITY, INNOVATION & NEW ENERGY DIVISION

- Bachelor's Degree in Engineering/ Science/Environment or any other related field.
- At least 5 years working experience in the related field
- Knowledge/ interest on transportation sector is an added advantage
- Good project management skills (reporting, presentation, budgeting, preparing minutes, organising stakeholder's engagement session, etc.)
- Excellent written, communication and interpersonal skills
- Analytical with strong attention to details
- Preferably candidate who can join immediately

### 2. ANALYST – CITIES & INDUSTRY DIVISION

- Bachelor's Degree in Engineering or any other related field.
- Certified Energy Manager (CEM) by AEMAS is an advantage
- At least 3 years working experience in the related field
- Sound-knowledge on the energy industry and energy management.
- Energy audit and management skills savvy
- Good project management skills (reporting, presentation, budgeting, preparing minutes, organising stakeholder's engagement session, etc.)
- Excellent written, communication and interpersonal skills
- Analytical with strong attention to details
- Preferably candidate who can join immediately

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Interested candidates are invited to submit their applications, together with a detailed resume, a recent passport-sized photograph, current/expected remuneration by **27 August 2021**, to [hr@mgtc.gov.my](mailto:hr@mgtc.gov.my)

**Please state clearly in the subject email the specific position applied.**

***All applications will be treated in strict confidence. Only shortlisted candidates will be notified.***