



## **JOB OPPORTUNITY AT MGTC**

### **WE ARE HIRING!**

Malaysian Green Technology and Climate Change Corporation (MGTC) is an agency of the Ministry of Natural Resources, Environment and Climate Change (NRECC) mandated to drive the country in the scope of Green Growth, Climate Change Mitigation and Green Lifestyle.

MGTC is looking for high-calibre candidates to join our Gratitude, Responsible, Ethical, Excellence, Nurture (G.R.E.E.N) team for the following vacancies;

#### **MANAGER**

- Administration
- Internal Audit

#### **SENIOR EXECUTIVE**

- Corporate Communications

#### **ANALYST**

- Special Unit (Low Carbon Operating System – LCOS)
- Circular Economy

#### **EXECUTIVE**

- Green Incentives
- Green Investment
- Green Procurement
- Sustainable Consumption & Production
- Secretarial

#### **SUPPORT / CLERICALS**

- Executive Assistant
- Building Maintenance Technician/Handyman

## **1. MANAGER, ADMINISTRATION**

### **The Job**

To manage, coordinate and implement an administration plan as per Company requirements, which includes but is not limited to the followings:

- Operation and maintenance of the Green Energy Office (GEO)
- In charge of Administrative/General Office Affairs, including Asset, Security & Health, Landscape, Housekeeping
- Maintenance of Electric Vehicles
- ICT Operation and Management
- Oversees Facilities Management function.

### **The Person**

- Bachelor's Degree in Business Administration/Management or equivalent.
- Minimum of 8 years working experience in the related field with at least 3 years of managerial-level experience
- Sound knowledge of the energy industry and energy management.
- Good project management skills (reporting, presentation, budgeting, preparing minutes, organising stakeholder engagement sessions, etc.)
- Excellent written, communication and interpersonal skills

## **2. MANAGER, INTERNAL AUDIT**

### **The Job**

To lead and manage the implementation of internal audit exercises per the annual audit plan for specific business divisions/projects ensuring coverage of major business risks.

- To mainly provide support and perform audits for MGTC depending on the audit plan and requirement of the Board in line with the acceptable standard audit practices;
- To plan, design and develop the operation process flow & engagement work program to ensure the audit scope and coverage are fully covered;
- To carry out the duties and roles as the secretariat of the Board Audit Committee of MGTC;
- Prepare the annual Audit plan for approval by the Board Audit Committee and/or the Board of Directors of MGTC;
- Carry out audits as approved in the Annual Audit plan includes 3 types of major auditing - Compliance Audits, Financial Audits and Performance Audits
- To update the Chief Executive Officer of significant/major audit findings/ areas of concern on a timely basis;
- To prepare audit documentation, i.e. audit report/findings/recommendations, to the management with complete evidence and a professionally written audit report.
- To propose value-added recommendations for each audit risk identified during audit engagements to improve business operations;
- Other tasks may be directed by the Board of Directors and the Board Audit Committee of MGTC.

### **The Person**

- Bachelor's Degree in Accounting/ Finance with professional certifications such as ACCA/MIA/CIA
- More than 8 years of relevant working experience, preferably 1-2 years in managerial or Senior Auditor roles
- Proven knowledge of auditing standards and procedures, laws, rules and regulations

- Advanced computer skills in MS Office, accounting software and databases
- Demonstrate effective interpersonal skills and high integrity
- Meticulous in work, excellent analytical skills, with strong attention to detail.

### **3. SENIOR EXECUTIVE, CORPORATE COMMUNICATIONS**

#### **The Job**

To assist the Head of Corporate Communication in managing the overall MGTC Corporate Communication strategies, plans, activities and programs to enhance MGTC's image and branding as the leading partner for green growth and climate action through the delivery of media relations, communications and corporate advertising, which includes but is not limited to the following activities:-

- External & Internal Communication
- Public & Media Relations
- Marketing Communication & Branding
- Event Management
- Content Development & Copywriting
- Corporate Responsibility Programs (CSR)
- Crisis Management & Communication

#### **The Person**

- Degree in Mass Communications, Journalism, Marketing, or its equivalent.
- Minimum five (5) years of related working experience with hands-on skills in content development and copywriting
- Excellent written and verbal communication skills, comprehensive media contacts, and production of the annual report, reporters and content development (writing).
- Strong journalistic sense, identifying potential media stories from MGTC's numerous projects.
- Strong organizational, time management, and administrative skills
- Ability to manage pressure and conflicting demands and priorities tasks and workload.
- Excellent teamwork and interpersonal skills.

### **4. EXECUTIVE, GREEN INVESTMENT**

#### **The Job**

To work with the Head of Green Growth in planning & strategizing to grow the existing and new green industry market, identifying market opportunities and green industry clients/prospects to develop new business and achieve the targets and results according to the company's strategic direction and strategy which includes the following;

- Look for prospects and development of a new green industry or related industry.
- Develop and prepare a business plan for industrial development to increase market share and deliver the business's growth strategy, considering opportunities and green technology market conditions.
- Through a partnership with cross-functional and specialization teams, the creation of green technology solutions to meet customer needs.
- Develop and establish relationships with internal teams such as operations and, through these partnerships, ensure a seamless and quality service is provided to the client.
- Ensure that all activities in the area of responsibility comply with current legal and company policies and procedures and are within the approved budget.

## **The Person**

- Candidate must possess Bachelor's Degree in Business Administration/ Banking/ Finance/ Economy. Master holder in relevant courses is an added advantage
- Minimum 3 years of working experience in a relevant field, especially project financing/funding and marketing.
- Experience in the banking sector especially involved in Project Financing and dealing with the public sector, would be an advantage
- Project management experience
- High business acumen with excellent communication and interpersonal skills with all levels, internal and external stakeholders.

## **5. EXECUTIVE/ANALYST**

- Green Incentives
- Green Investment
- Green Procurement
- Sustainable Consumption & Production
- Special Unit
- Circular Economy

## **The Job**

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

- i. 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.
- ii. Technical Reference
  - Ensure in-depth knowledge of policies and technologies.
  - Remain up to date on industry news and development.
- iii. New Project Development
  - Assist in preparing a proposal for clients on new projects.
  - Conduct research to identify new markets and customer needs.
- iv. 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.
- v. 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.
- vi. Involved in departmental projects, initiatives or programs and support other tasks & activities as and when required

## **The Person**

- Bachelor's Degree in Engineering / Science / Environment or equivalent.
- At least three years of working experience in the related field
- Sound knowledge of the energy industry and energy management.
- Good project management skills (reporting, presentation, budgeting, preparing minutes, organising stakeholder engagement sessions, etc.)
- Excellent written, communication and interpersonal skills
- Analytical with strong attention to details
- Fresh graduate applicants will be considered for the 6–12-month MySTEP personnel programme

## **6. EXECUTIVE, SECRETARIAL**

### **The Job**

To assist, support, carry out and perform all duties and responsibilities related to the companies' secretarial matters in the areas of coordination, administration and operations, and to work closely with internal groups and subsidiaries of the Company, its external stakeholders, Board of Directors, Corporate Members and Company Secretary.

### **The Person**

- Degree in any related field (or equivalent qualifications relevant to the works).
- Possess or pursuing a company secretary license by the Companies Commission of Malaysia is an added advantage
- Minimum 3 years of relevant experience in company secretarial work, either as in-house or in a secretarial firm.
- Well versed with the Companies Act 2016 requirements, corporate secretarial practice and other related regulatory requirements.
- Pleasant personality, proactive, meticulous, good interpersonal and communication skills and able to meet deadlines and work under pressure
- Good written and oral communication skills
- Able to multi-task, work independently, and be a team player.
- Self-motivated and possess a strong sense of responsibility.

## **7. EXECUTIVE ASSISTANT (EA)**

### **The Job:**

Responsible for assisting the department heads in day-to-day duties/ activities, programmes and projects under the Division. In addition to general administrative work, the EA may be in charge of scheduling meetings, taking minutes during sessions, handling the procurement process, maintaining databases and producing reports or presentations for the Division.

### **The Person**

- Candidate must possess at least a Diploma in any field or related subject area.
- Minimum 2 years of working experience
- Excellent written, communication and interpersonal skills
- Ability to work independently, multi-task and meet deadlines
- Positive attitude, high-level personal ethics, initiative and a flexible approach to work.
- Fresh Diploma graduates will be considered for a 6–12-month MySTEP personnel programme.

## 8. BUILDING MAINTENANCE TECHNICIAN/ HANDYMAN

### The Job:

- Responsible to assist for day-to-day operations of the entire building's electrical installation and monitoring of GEO Building performance.
- Carry out repairs and preventive M&E maintenance work in accordance to schedule.
- Assist in monitoring all works being performed by outside contractors.
- Coordinate special projects as directed by the building engineer.
- Responsible for alerting the building engineer of any unusual occurrence and damage that have taken place or that may occur.
- Ensure compliance with safety standards and adherence to all work-related activities in a fair, ethical, and consistent manner.
- Repair and maintenance of air conditioning, faulty appliances, carpentry, drywall, fixing electrical issues, flooring, painting, plumbing, water roofing, construction civil and structural work.
- Meeting deadlines and Job Standards/KPIs set by the Company.
- To record daily/weekly/monthly tasks in the logbook.
- Adhere to immediate superior instructions from time to time.

### The Person

- Candidate must possess Diploma in Engineering (Electrical) / Facilities Management or equivalent
- At least 2 years' experience in facilities repair and maintenance.
- Basic knowledge of facilities maintenance, including civil, electrical, plumbing and related facilities systems.
- Interpersonal and communication skills.
- Able to work independently and work as a team.
- Basic knowledge of general building repair and maintenance.
- Able to work overtime when required.

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Interested candidates are invited to submit their applications, together with a detailed resume and most recent passport photograph by  
**17 February 2023** via this link <https://bit.ly/MGTCJOBAPPLICATION>

By applying and submitting your details, you agree and consent for MGTC to process your personal data by the Personal Data Protection Act 2010 (PDPA).

***Only shortlisted candidates will be notified.***