



JOB OPPORTUNITY AT MGTC

WE ARE HIRING!

Malaysian Green Technology and Climate Change Corporation (MGTC) is an agency of the Ministry of Natural Resources and Environmental Sustainability (NRES) 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:

1. ANALYST – DIGITAL SOLUTIONS

The Job

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

- i.** Low Carbon Operating System (LCOS) Operations:
 - Monitor and ensure the smooth operation of the LCOS platform.
 - Respond to and resolve operational issues promptly to minimize downtime.
 - Collaborate with the technical support team to address users queries and concerns through both face-to-face meetings and virtual channels, ensuring timely and thorough resolution.
 - Execute processes to get LCOS aligned with GHG Protocol Standards and ISO 14064 Standards (Including Emission Factors and Methodology).

- ii.** Maintenance and Upkeep:
 - Perform routine system maintenance tasks to ensure optimal performance.
 - Conduct regular system checks, updates, and backups when required.
 - Implement security protocols and measures to safeguard the LCOS platform.

- iii.** Enhancements and Upgrades:
 - Collaborate with the development team to implement enhancements and upgrades to the LCOS platform.
 - Test and validate new features to ensure they meet quality standards.
 - Provide continuous feedback on user experience functionality and suggest improvements.

- iv.** User Training and Support:
 - Conduct training sessions (live-demo) for users on LCOS functionalities.
 - Provide ongoing support to users, addressing their questions and issues.
 - Update user guide, documentation and relevant materials.
 - Engage in promotion activities for LCOS through networking session including conferences, speaking engagement to expand outreach.

- v. Data Analysis and Reporting:
 - Utilize analytical tools to generate insights from carbon emission data.
 - Prepare regular reports for clients, highlighting key performance indicators and areas for improvement.
 - Collaborate with clients to interpret data and provide actionable recommendations.

- vi. Other Task
 - Keep records to document of the programmes/projects activities and maintain proper records and database.
 - To perform relevant duties and functions as required including internal processes of preparing proposals etc.
 - Support in meetings coordination for clients regarding LCOS and provide meeting notes.
 - Support in preparation of material production for LCOS (Videos, E-brochures, process workflow).

- vii. Involved in departmental projects, initiatives or programs and support other tasks & activities as and when required

The Person

- Bachelor's Degree in Environmental Management / Environmental Science / Computer Science/ Information Technology or equivalent.
- At least 3 years of working experience in the related field
- Familiarity with carbon management standards (GHG Protocol, ISO 14064, Science Based Target Initiative -SBTi) and sustainability practices is an added advantage.
- 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

2. EVENT EXECUTIVE, CORPORATE COMMUNICATION

The Job:

- Lead the planning, development and execution of events (Sustainability talks, Partnership exploration/ Educational excursion, Annual corporate event – AGM, and Programmatic events (EMGS Award/National Energy Awards/ GHG Clinic/Low Carbon Cities Awards/IGEM) and corporate exhibitions).
- Provide all event stakeholders with regular status updates on the project plans.
- Provide media and overall communications support and information to all departments, projects, and staff within MGTC.
- Integrate and update all event activities (by all groups and leveraging on relevant public events) into a cohesive media plan-cum-annual media events calendar.

The Person

- Bachelor's Degree in Mass Communications, Public Relations, or equivalent.
- At least 3 years related working experience in event management or the media industry with a strong media network and a good understanding of media relations work.
- Strong journalistic sense, identifying opportunities to build the MGTC brand.
- Interpersonal and communication skills.
- Ability to manage pressure and conflicting demands and prioritize tasks and workload.

3. BUILDING MAINTENANCE TECHNICIAN

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.

Qualified and interested applicants are welcomed to submit their applications, together with a detailed resume and most recent passport photograph
to: hr@mgtc.gov.my

Closing date: 2 February 2024

Only shortlisted candidates will be notified and invited for interviews.

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).