



Qualified Malaysian applicants preferably Bumiputera are invited to fill in the vacancies as follows at INTEC Education College (INTEC) on **contractual basis**:

NO	POSITION
1.	Human Resource Manager
2.	Residential College Manager
3.	Counselor
4.	Assistant Manager (Information Technology)
5.	Admin Assistant (Finance)
6.	Admin Assistant
7.	General Worker

HUMAN RESOURCE MANAGER

I. JOB REQUIREMENTS

Potential candidate for appointment should meet the following criteria: -

- (a) Malaysian citizens;
- (b) Age not less than 18 years on the closing date;
- (c) Bachelor of Human Resource Management / Business Administration recognised by the government from local institution of higher learning or any equivalent qualifications that is recognised;
- (d) Excellent oral and written English as well as Bahasa Melayu;
- (e) Minimum five (5) years experience in various fields / specialisation in human resources.

II. KEY RESPONSIBILITIES

- (a) Leading, managing and administering human resource planning and hiring processes.
- (b) Formulate, review and implement human resource basics, procedures and guidelines.
- (c) Ensure that all policies relating to human resources and procedures comply with the laws and labor laws.
- (d) Managing administration of annual performance evaluation, bonuses and salary checks.
- (e) Managing the development and maintenance of human resource information systems to obtain accurate management reports.
- (f) Lead and manage the overall human resource function (including talent management, performance management and rewards)

RESIDENTIAL COLLEGE MANAGER

I. JOB REQUIREMENTS

Potential candidate for appointment should meet the following criteria: -

- (a) Malaysian citizens;
- (b) Age not less than 18 years on the closing date;
- (c) Bachelor's Degree With Honours / Bachelor's Degree or qualification recognised by the government from local institution of higher learning or any equivalent qualification that is recognised;
- (d) Excellent oral and written English as well as Bahasa Melayu;
- (e) Minimum five (5) years experience in various fields / specialisation in human resources.

II. KEY RESPONSIBILITIES

- (a) Planning, managing and ensuring the implementation of residential college management.
- (b) Monitor general administration and human resource, placement, student and residential college management.
- (c) Able to monitor the maintenance work of residential colleges, landscaping and provide best standard of student accommodation facilities.
- (d) Monitor student development activities at the residential college level and assist in developing student self-esteem.

COUNSELOR / PSYCHOLOGY OFFICER

I. JOB REQUIREMENTS

Potential candidate for appointment should meet the following criteria: -

- (a) Malaysian citizens;
- (b) Age not less than 18 years on the closing date;
- (c) Bachelor's Degree with honours in the field of Counseling / Psychology Or Clinical Psychology recognised by the government from local institution of higher learning or any equivalent qualification that is recognised;
- or
- (d) Bachelor's Degree with honours in Behavioral Sciences as well as a Diploma in Counseling Psychology recognised by the government from local institution of higher learning or any equivalent qualification that is recognised;
- or
- (e) Master's Degree in Psychology or Clinical or Counseling recognised by the government from local institutions of higher learning or equivalent qualifications that is recognised.
- (f) Minimum two (2) years experience as counselor.

II. KEY RESPONSIBILITIES

- (a) Responsible for planning, implementing and coordinating activities related to psychological / clinical psychological / counseling matter to students and staff.
- (b) Planning, implementing and regulating individual or group counseling services in a professional and ethical manner.
- (c) Providing guidance to students especially in relation to various matters including personal problems, learning difficulties and any other psychological supports.

ASSISTANT MANAGER (INFORMATION TECHNOLOGY)

I. JOB REQUIREMENTS

Potential candidate for appointment should meet the following criteria: -

- (a) Malaysian citizens;
- (b) Age not less than 18 years on the closing date;
- (c) Honours Bachelor's Degree in Computer Science or Information Technology recognised by the government from local institution of higher learning or equivalent qualification that is recognised;
- or
- (d) Bachelor's degree in Computer Engineering recognised by the government from local institution of higher learning or equivalent qualification that is recognised;
- (e) Minimum two (2) years experience in IT industry.

II. KEY RESPONSIBILITIES

- (a) Responsible for testing and analysis of the feasibility of existing computer systems.
- (b) Designing, developing, implementing, maintaining and reviewing data processing systems and information appropriate to the use of department.
- (c) Manage the development, implementation and maintenance of application systems at INTEC.
- (d) Provide technical support and training in the usage of ICT tools and applications
- (e) Assist management in preparing budget for managing and procuring ICT resources

ADMIN ASSISTANT (FINANCE)

I. JOB REQUIREMENTS

- a) Sijil Pelajaran Malaysia or equivalent qualification recognised by the government with credit in Mathematics or Commerce or Accounting;

or

- b) Certificate in Business Management or Certificate in Balance Savings from Polytechnics under the Ministry of Education or qualification in relevant fields recognized by the government.
- c) Credit in Bahasa Melayu (pass oral test) in Sijil Pelajaran Malaysia or equivalent qualification recognised by the government.
- d) Excellent in oral and written English as well as Bahasa Melayu;
- e) At least three (3) years experience in specialising in finance.

II. KEY RESPONSIBILITIES

- a) Responsible for full-time financial duties by assisting management / supervisors in the following matters:
 - Provide staff salaries
 - Provide payment vouchers
 - Manage payment of bills
 - Issuance of receipt of payment
 - Preparing expenditure reports
 - Providing correspondence and other tasks directed from time to time.

ADMIN ASSISTANT

I. JOB REQUIREMENTS

Potential candidate for appointment should meet the following criteria: -

- (a) Malaysian citizens;
- (b) Age not less than 18 years on the closing date;
- (c) Sijil Pelajaran Malaysia or equivalent qualification recognised by the government;
- (d) Credit in Bahasa Melayu (pass oral test) in Sijil Pelajaran Malaysia or equivalent qualification recognised by the government.
- (e) Excellent in oral and written English as well as Bahasa Malaysia;
- (f) At least five (5) years experience in the area of office operations and administration.

II. KEY RESPONSIBILITIES

- (a) Responsible in carrying out assigned tasks such as clericals in line with the relevant functions of the relevant departments / units such as filing / documentation maintenance, official document preparation, counter services and department general tasks.

GENERAL WORKER

I. JOB REQUIREMENTS

Potential candidate for appointment should meet the following criteria: -

- (a) Malaysian citizens;
- (b) Age not less than 18 years on the closing date;
- (c) Passed at least Penilaian Menengah Rendah / Sijil Rendah Pelajaran or equivalent qualification that is recognised and pass Bahasa Malaysia / Bahasa Melayu paper.
- (d) Physically and mentally healthy;
- (e) Positive thinking, high resilience and able to work under minimal supervision.

II. KEY RESPONSIBILITIES

- (a) Responsible for distributing letters to officers, photocopy duties, arranging, binding photocopied documents, lifting items / supplies from the store and so forth and packing and arranging the meeting room / operations room before and after meeting and receive instructions from time to time.

1. ATTENTION TO APPLICANT

- i. Each application **MUST** be enclosed with all relevant documents and certified certificates.
- ii. Only short-listed candidates will be called for interview.
- iii. Applicants who do not receive a response after **three (3) months** from the closing date of the advertisement are considered unsuccessful.

2. APPLICATION

Application must be made by filling in the Administrative Position Application Form available online at www.intec.edu.my or from Human Capital Office of INTEC Education College.

Qualified candidates are invited to send the application to:

**SENIOR MANAGER
HUMAN CAPITAL OFFICE
INTEC EDUCATION COLLEGE
JALAN SENANGIN SATU, 17/2A
SECTION 17
40200 SHAH ALAM
SELANGOR DARUL EHSAN
(Attn: Ms. Nor Akmal Lina Mohd Sabari)**

Tel: 03-55227018 / 55227023 / 03-55227000

The closing date for application is **22nd July 2017**..