

## **VACANCY ADVERTISEMENT**

Position : **EXECUTIVE (DATA MANAGEMENT)**

Category : Junior Management

### **JOB PURPOSE:**

Responsible to oversee the development, organization, storage, and analysis of data and data systems within Suruhanjaya Tenaga, to ensure data quality, security, and compliance with all relevant regulations.

### **JOB RESPONSIBILITIES:**

- Develop, implement, and enforce data management policies and procedures;
- Design and implement data collection methods to ensure data accuracy and completeness;
- Identify data sources for the preparation and development of data models;
- Initiate the preparation of technical documentation for the development of databases, scripts, Energistics Transfer Protocol (ETP) processes and reports;
- Optimize the data processes and workflows to enhance data scalability and data quality stability;
- Manage and oversee secured storage, processing, and sharing of data;
- Monitor and analyse data systems to identify and troubleshoot arising issues;
- Design and develop reports, dashboards and visualizations to convert raw data into actionable insights for decision making;
- Collaborate with stakeholders across the organization to understand and meet their data management needs;
- Ensure successful implementation of data warehousing initiatives to meet organization's goal.
- Stay up to date on the latest data management trends and technologies.
- Ensure compliance with all relevant data privacy and security regulations.

## **REQUIREMENTS:**

- Possess at least a Bachelor's degree in Information Technology / Data Science or any related field from a University accredited by the Government; Applicants with a master degree shall have an added advantage;
- Minimum of five (5) years of working experience in data management or a similar role;
- Proficiency in data analysis tools and techniques (e.g., SQL, Python), Knowledge of Extract, Transfer and Load Data (ETL) concepts, tools, and data structures;
- Strong understanding of data management principles, methodologies, and best practices;
- Working knowledge of data security and privacy regulations;
- Possess good interpersonal skills and strong analytical skills;
- Exhibit due diligence in executing assigned tasks;
- Possess a positive outlook, disciplined and results-oriented; AND
- Eloquent in Bahasa Malaysia and English language, both written and spoken.

The candidates who meet all the required criterias will go through a thorough selection and assesment process. Kindly email your application to [recruitment@st.gov.my](mailto:recruitment@st.gov.my) . Only selected candidates will be notified.