

## **VACANCY ADVERTISEMENT**

Position : **COMMISSION'S SECRETARY**  
Unit : **Commission's Secretary Unit**  
Department : Chairman's Office  
Category / Grade : Junior Management

### **RESPONSIBILITIES:**

Responsible for various administrative and governance-related tasks associated with the Commission Board Members and The Management Team, which includes but not limited to the following activities:

1. **Organizing meetings-** Schedules and prepares invitations for meetings, creates agendas according to the organization's bylaws and distributes them to members, along with any supporting documentation.
2. **Building communication** - Bridges the communication gap between the Management Team and the Commission Members by advising both teams on specific issues.
3. **Preparing board materials** - Arranges meeting materials, such as reports and presentations and distributes the materials before the meetings.
4. **Keeping minutes** - Extracts key information from meetings, takes detailed minutes, distributes the minutes within stipulated time and preserves all meeting records and documentations.
5. **Advising Members** - informs and advises the members of any news or information affecting the members' responsibilities and explains how it applies to them.

6. **Ensuring compliance** - Ensures all commission members comply and commit to the procedures and policies approved by the board to uphold ethical standards and minimize potential risks.
7. **Tracking terms-** Keeps record of board members terms of contracts, making sure the appointments follow the organization's acts and helps planning for new members to ensure a balanced and diverse board.
8. **Orienting new directors-** Facilitates the onboarding process, providing new board members with essential information, access to resources to help them adjust to their roles and align with the organization's mission and objectives.

#### **REQUIREMENTS:**

- Bachelor's Degree in Law / Corporate Management/ Business Administration from a University accredited by the Government and approved by Energy Commission;
- Minimum three (3) years' working experience in secretarial functions or in legal field;
- Strong analytical and research skills;
- Effective interpersonal and communication skills;
- Possess a positive outlook, disciplined and results-oriented; and
- Excellent command of both written and spoken Bahasa Malaysia and English.