

VACANCY ADVERTISEMENT

Position : **SECTION HEAD SECRETARIAL SERVICES**
Section : Secretarial Services
Division : Legal & Secretarial Services
Category / Grade : Middle Management

RESPONSIBILITIES:

Responsible to lead the delivery of comprehensive secretarial 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 procedures and distributes them to members, along with any supporting documentation.
2. **Preparing board materials** - Arranges meeting materials, such as reports and presentations and distributes the materials before the meetings.
3. **Keeping minutes** - Extracts key information from meetings, takes detailed minutes, distributes the minutes within stipulated time and preserves all meeting records and documentations.
4. **Advisory functions** - informs and advises the members of any news or information affecting the members' responsibilities and explains how it applies to them.
5. **Ensuring compliance** - Ensures all commission members comply and commit to the laws, procedures and policies approved by the board to uphold ethical standards and minimize potential risks.

6. **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.
7. **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.
8. **Management of the Section** – Administer human resource, budget and day to day operation of the section.

REQUIREMENTS:

- Bachelor's Degree in Law / Corporate Management/ Business Administration from a University accredited by the Government. Candidates with Professional certification such as ICOSA or equivalent will have an added advantage.
- Minimum ten (10) years' working experience in secretarial functions;
- 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.