

VACANCY ADVERTISEMENT

Position : **EXECUTIVE**
Section : **Corporate Governance and Risk Management**
Category/ Grade : **Junior Management**

JOB PURPOSE:

Responsible to support the implementation and continuous enhancement of corporate governance and risk management framework, to ensure transparency, accountability and effective risk oversight. The role facilitates governance processes, coordinates risk reporting and supports the integration of risk-based planning into organizational decision-making to strengthen Suruhanjaya Tenaga's position as a resilient and well-governed regulator.

JOB RESPONSIBILITIES:

- Supports the implementation and monitoring of corporate governance framework, policies and procedures to ensure alignment with statutory requirements, public sector guidelines and best practices.
- Coordinates the risk management process, including risk identification, assessment, mitigation tracking and reporting across divisions/sections.
- Prepares risk reports, governance updates and Board/Committee papers to support informed decision-making and oversight.
- Maintains and updates risk registers, governance documentation and related records to ensure accuracy, completeness and audit readiness.
- Supports internal and external audits by coordinating documentation, tracking findings and monitoring corrective action plans.
- Conducts awareness sessions and provide guidance to divisions/sections on governance practices, internal controls and risk management methodologies.
- Tracks the effectiveness of mitigation measures and recommend continuous improvement initiatives to enhance governance maturity.
- Liaises with internal stakeholders, management committees and relevant authorities to ensure alignment between governance expectations and operational implementation.

REQUIREMENTS:

- Bachelor's Degree in Business Administration/ Corporate Management/ Finance/ Law/ Public Administration or related fields from a Government-recognised university.
- Minimum three (3) years of relevant experience in corporate governance, risk management, internal audit, compliance, or related fields.
- Sound understanding of risk management, governance frameworks, internal control principles and regulatory compliance requirements.
- Knowledge of Malaysian public sector governance practices and regulatory environment, particularly within the energy sector is an advantage.
- Familiarity with risk assessment tools, risk registers, audit processes, and reporting mechanisms.
- Excellent communication skills in both English and Bahasa Malaysia.

Kindly email your application to recruitment@st.gov.my . Shortlisted candidates who meet all the required criteria will go through a thorough selection and assessment process.