

VACANCY ADVERTISEMENT

Position : **EXECUTIVE**
Section : **Internal Audit & Integrity**
Category/ Grade : **Junior Management**

JOB PURPOSE:

To implement integrity and ethics governance programmes through compliance monitoring, awareness initiatives and integrity risk management activities, contributing to a transparent, ethical and accountable organisational culture.

JOB RESPONSIBILITIES:

- Execute integrity and ethics governance programmes, policies, communication activities and awareness initiatives across the organisation.
- Conduct integrity risk assessments by identifying, evaluating, monitoring and reporting corruption and integrity-related risks and vulnerabilities.
- Coordinate ethics awareness and training programmes, including employee engagement sessions and the development of educational materials.
- Handle whistleblowing and misconduct matters through preliminary assessment, verification, validation, documentation and coordination with relevant parties.
- Monitor compliance with integrity policies, the Code of Conduct and Ethics, and other applicable governance requirements.
- Prepare integrity and ethics reports by analysing programme outcomes, compliance findings and relevant integrity indicators for management oversight.
- Engage and coordinate with internal and external stakeholders on integrity-related matters to strengthen collaboration, governance and organisational trust.
- Support continuous improvement initiatives and undertake other related responsibilities assigned by Management.

REQUIREMENTS:

- Bachelor's degree in Law, Accounting, Finance, Business Administration, Public Administration, Governance, Risk Management, Compliance or a related field.
- Minimum 3 years of relevant experience in integrity management, ethics governance, internal audit, compliance, risk management, investigation, regulatory affairs or a related field.
- Practical experience in implementing integrity and ethics programmes, conducting integrity risk assessments, monitoring compliance, preparing management reports and coordinating whistleblowing or misconduct-related matters.
- Strong analytical thinking, report writing, stakeholder engagement, communication, planning and problem-solving skills.
- Demonstrates a high level of ethics, integrity, accountability, emotional intelligence and teamwork.
- Professional certification in integrity, governance, risk, compliance, internal audit, investigation, anti-corruption or ethics management—such as CeIO, CFE, CRMA, CGRC or an equivalent qualification—will be an added advantage.

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.