



IMMEDIATE JOB VACANCY
EXECUTIVE, FOREST MANAGEMENT

The Malaysian Timber Certification Council (MTCC) is a leading organisation championing sustainable forest management practices. We seek a passionate and strategic **Executive Forest Management** to join our mission.

In this dynamic role, you will be involved in the review of standards, procedures and guidelines related to the MTCS; communication with the stakeholder groups; conduct training programme on forest management and forest plantation management certification for Certification Bodies (CBs) and other related personnel; liaising with the MTCS-notified CBs and monitor forest management practices in Forest Management Units (FMUs) certified under the MTCS.

Our ideal candidate is someone with discipline, positive attitude, innovative, hardworking, resilient and is a fast learner.

VACANCY DETAILS

NO	ITEM	DESCRIPTION	
1.	Position	Executive, Forest Management	
2.	Unit	Forest Management	
3.	Availability	May 2024	
4.	Position Status	Permanent	
5.	Gross Salary Scale	Starting Gross Salary Range (RM)	Annual Salary Increment (RM)
		3,570	225.00
6.	Terms of Appointment	The applicants must be a Malaysian citizen with no criminal records. Willing to travel abroad and observe forest audits.	
7.	Entry qualification	Minimum Bachelor in fields Forestry or other related areas such as Natural Resources Management, Ecology and Conservation, Environmental Sciences or Biological Sciences, Management, Public Policy/ Management and Social Sciences.	

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8.	Language qualification, competency and skills required	<p>Excellent written and verbal communication skills in both English and Bahasa Melayu.</p> <p>Skill: MS Office, Ai Software</p> <p>Able to lead and work independently. Excellent problem solving, negotiation and analytical skills. Able and willing to work in a fast pace environment.</p>
9.	Experience	<ul style="list-style-type: none"> i. Minimum of 2 years of working experience in the related field, preferably with some experience in forestry audit or equivalent. ii. Experience in national or international forest certification, standards, policy making or forestry/ biodiversity policy, familiarity with the national forestry laws and intergovernmental relations within the forestry sector are plus points. iii. Exposure to MC&I Sustainable Forest Management and ISO 14001 process are highly preferred.
10.	Probation period	Minimum of 6 months
11.	Responsibilities	<ul style="list-style-type: none"> i. <i>Certification and Standards Management</i>: Support the administration, management and review of standard(s) and technical documents under the MTCS. Assist the coordination with the accreditation body on the requirements for Certification Bodies (CBs) operating FMC under the MTCS. This includes being collectively responsible with the Senior Executive to develop and review certification materials, design and review assessment processes, coordinate training sessions, and ensure compliance with certification standards. ii. <i>Strategic Planning</i>: Contribute to the development and implementation of strategic plans that align with the organization's goals and objectives. This involves contributing to assessing market trends, identifying growth opportunities, and making informed decisions to drive the company's success. iii. <i>Implementation and Performance Monitoring</i>: Help to monitor key performance indicators (KPIs) and metrics to track the organization's progress toward its goals outlined in MTCC's Strategy 2020-2025. The Executive is responsible for the gathering of relevant performance data for analysis, assist in identifying areas for improvement, and contribute to the recommendation of corrective actions as needed.

NO	ITEM	DESCRIPTION
		<p>iv. <i>Data Management & Analysis</i>: Monitor the operation of sustainable forest management (SFM) certification to ensure the effective implementation of MTCS. Carry out analysis of key information and trends pertaining to certification and relevant information to prepare advisory. Establish and maintain dashboards and reports to management and other stakeholders.</p> <p>v. <i>Stakeholder Relations and Management (external and internal)</i>: The Executive will be responsible to support the Senior Executive in maintaining relationships with key stakeholders. The Executive may represent the organization in external meetings, negotiations, and partnerships, fostering positive relationships and strategic alliances as directed.</p> <p>vi. Assists in the handling of certification related administrative matters such as looking into complaints, inquiries, training, MTCC Logo and PEFC trademark usage. The Executive is expected to support the Senior Executive and Director in delivering briefings and sharing sessions on FMC to national and international stakeholders, as part of the effort to raise awareness and the presence of MTCC and MTCS.</p>
12.	Company benefit	<p>i. EPF ii. SOCSO iii. Flexible work arrangements iv. Medical insurance v. Parking & transportation benefit vi. Compassionate leave vii. Monthly telephone allowance</p> <p><u>Additional benefits upon confirmation</u> viii. Annual optical & dental benefit ix. Marriage leave x. Pilgrimage leave xi. Paternity leave xii. Maternity leave & benefit</p>
13.	Place of duty	Kuala Lumpur, Malaysia
14.	Application deadline	29 April 2024

HOW TO APPLY

Interested applicant is invited to submit the following documents:

1. Cover Letter;
2. Updated Resume/ Curriculum Vitae with two referees;

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3. A copy of Sijil Pelajaran Malaysia (SPM) or an equivalent qualification recognized by the Government; and
4. A copy of the Bachelor's Degree/Master's / PhD Degree Certificate and other related professional certificates.

The completed application and the required documents should be submitted to the following email address: recruitment@mtcc.com.my.

JOB INTERVIEW

Only qualified and shortlisted applicants will be interviewed. The application that does not receive a response after 4 months from the closing date of the advertisement shall be considered unsuccessful. The applicant fully bears all expenses for attending the interview.

INTERVIEW RESULT

The results of the interview will only be communicated to successful applicants.

ENQUIRY

For inquiry or further information, you may contact Executive Human Resource and Administration, En. Ahmad Muzhaffar Razali at muzhaffar@mtcc.com.my / 03-2161 2298.

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