



IMMEDIATE JOB VACANCY

SENIOR EXECUTIVE, FOREST MANAGEMENT

The Malaysian Timber Certification Council (MTCC) is a leading organisation championing sustainable forest management practices. We seek a passionate, energetic and strategic **Senior 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 experience in forest management and as well liaises with other certification organisations.

VACANCY DETAILS

NO	ITEM	DESCRIPTION		
1.	Position	Senior Executive, Forest Management		
2.	Unit	Forest Management		
3.	Availability	September / October 2024		
4.	Position Status	Permanent		
5.	Gross Salary Scale	<table><tr><td>Starting Gross Salary (RM)</td></tr><tr><td>5,410 – 5,910</td></tr></table>	Starting Gross Salary (RM)	5,410 – 5,910
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6.	Terms of Appointment	The applicants must be a Malaysian citizen with no criminal records		
7.	Entry qualification	Degree or Masters in Forestry, Natural Resources Management, Ecology and Conservation, Environmental Sciences or Biological Sciences, Public Policy		
8.	Language qualification and competency	Strong written and verbal communication and negotiations skills in English and Bahasa Melayu		

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9.	Experience	<ul style="list-style-type: none"> i. Minimum five years of working experience in the related field ii. Exposure to MC&I Sustainable Forest Management and ISO 14001 process are highly preferred.
10.	Probation period	Minimum period of 6 months
11.	Responsibilities	<ul style="list-style-type: none"> i. <i>Certification and Standards Management</i>: Administer, manage and review the standard(s) and technical documents under the MTCS. Coordinate with the accreditation body on the requirements for Certification Bodies (CBs) operating FMC under the MTCS. This includes being responsible for develop, draft and review certification materials, design and review assessment processes, coordinate training sessions, and ensure compliance with certification standards. ii. <i>Strategic Planning</i>: Develop and implement strategic plans that align with the organization's goals and objectives. This involves assessing market trends, identifying growth opportunities, and making informed decisions to drive the company's success. iii. <i>Implementation and Performance Monitoring</i>: Monitor key performance indicators (KPIs) and metrics to track the organization's progress toward its goals outlined in MTCC's Strategy 2020-2025. The SE will also be responsible to analyze performance data, identify areas for improvement, and recommend corrective actions as needed. 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. v. <i>Stakeholder Relations and Management (external and internal)</i>: The SE is responsible for cultivating and nurturing relationships professionally to maintain and honour relationships with key stakeholders, including other internal working unit, timber industry players, state governments, customers, and partners. The SE should serve as a representative of the organization in external meetings, negotiations, and partnerships, fostering positive relationships and strategic alliances.

NO	ITEM	DESCRIPTION
		vi. <i>Handles certification related administrative matters</i> such as looking into complaints, inquiries, training, MTCC Logo and PEFC trademark usage. The SE is also expected to conduct 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.
12.	Company benefit	i. EPF ii. SOCSO iii. Flexible work arrangements iv. Medical insurance v. Parking & transportation benefit vi. Compassionate leave <u>Additional benefits upon confirmation</u> vii. Annual optical & dental benefit viii. Marriage leave ix. Pilgrimage leave x. Paternity leave xi. Maternity leave & benefit xii. Telephone allowance
13.	Place of duty	Kuala Lumpur, Malaysia
14.	Application deadline	20 October 2024

HOW TO APPLY

Interested applicant is invited to submit the following documents:

1. Cover Letter;
2. Resume/ Curriculum Vitae with two referees;
3. A copy of Sijil Pelajaran Malaysia (SPM) or an equivalent qualification recognised by the Government; and
4. A copy of the Bachelor's Degree/Master's Degree Certificate.

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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