



## IMMEDIATE JOB VACANCY

### DIRECTOR, CHAIN OF CUSTODY (CoC)

The Malaysian Timber Certification Council (MTCC) is a leading organisation championing sustainable forest management practices. We seek a passionate, energetic, enthusiastic and goal-driven **Director, Chain of Custody (CoC)** to join our mission.

In this dynamic role, you will play a critical role in supporting the development and execution of strategic initiatives and special projects across the organization. As the **Director of CoC**, you will play a pivotal role in **developing, implementing, and overseeing strategic initiatives** related to the Chain of Custody certification. Your leadership will ensure that timber and timber-based products certified under the Malaysian Timber Certification Scheme (MTCS) maintain the highest standards of **sustainability, legality, and market acceptance**.

#### VACANCY DETAILS

NO	ITEM	DESCRIPTION		
1.	Position	Director, Chain of Custody (CoC)		
2.	Job Grade	E3 - Director		
3.	Unit	Chain of Custody Unit		
4.	Availability	June 2026 / Immediate		
5.	Position Status	Permanent		
6.	Gross Salary Scale	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Starting Gross Salary (RM)</b></td> </tr> <tr> <td style="text-align: center;">RM9,000.00</td> </tr> </table>	<b>Starting Gross Salary (RM)</b>	RM9,000.00
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7.	Terms of Appointment	<p>The applicants must be a Malaysian citizen with no criminal records.</p> <p>Willing to undertake some travels.</p> <p>Able to attend or participate in late meetings because of different time zones with other National Governing Body (NGB).</p> <p>Fresh graduates will <b>NOT be considered</b>.</p>		
8.	Entry qualification	<b>Bachelor's degree or higher in Forestry, Environmental Science, Business Administration, Supply Chain Management, or a related field.</b>		

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**Date: 18 May 2026**

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9.	Language qualification and competency	<p>Excellent written and verbal communication skills in both English and Bahasa Melayu. At least <b>band 5</b> for MUET.</p> <p>Skill: MS Office, Ai Software</p> <p>Ability to work independently while maintaining high confidentiality and ethical standards.</p> <p>Strong report-writing, presentation, and communication abilities.</p> <p>Excellent problem solving, negotiation and analytical skills.</p> <p>Able and willing to work in a fast-paced environment.</p>
10.	Experience	<ol style="list-style-type: none"> <li>1. A minimum of <b>10 years of experience</b> in Environmental, Social &amp; Governance (ESG), supply chain management, or a related industry. Candidates with knowledge on international trade/trade regulations are preferred.</li> <li>2. Candidates with experience in certification, ISO standards, Analysis, Formulation and Implementation (AFI), ESG, and related areas, as well as exposure to renewable energy, biomass, circular economy, green procurement, and value chain practices, will be given added consideration and priority.</li> <li>3. Strong understanding of <b>Timber Certification Standards, particularly MTCS and Programme for the Endorsement of Forest Certification (PEFC)</b> are an advantage.</li> <li>4. Excellent <b>leadership, communication, and stakeholder management skills.</b></li> <li>5. Proven ability to <b>develop policies, implement programs, and manage projects effectively.</b></li> </ol>
10.	Probation period	Minimum of 4 months
11.	Responsibilities	<ol style="list-style-type: none"> <li>1. Lead the Chain of Custody Unit in MTCC.</li> <li>2. <b>Leads discussion</b> with interested parties on the preparation and review of the national standards for CoC certification to ensure smooth adoption and execution of MTCS.</li> <li>3. <b>Leads preparation of standards, procedures and guidelines related to chain of custody certification</b></li> </ol>

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		<p>to ensure achieving sustainable forest management efforts under the MTCS.</p> <p>4. <b>Conduct training programme</b> in chain of custody certification for auditors, consultants, timber product manufacturers / exporters and other relevant personnel to help increase awareness and adoption rate of MTCS.</p> <p>5. <b>Serve as a technical expert for PEFC and other stakeholders</b> on certification for chain of custody.</p> <p>6. Implement and monitor projects related to production of sustainable wood use and chain of custody.</p> <p>7. Secretariat to the Notification Committee of MTCS.</p>
12.	Company benefit	<p>i. Flexible working hours ii. Group Medical insurance iii. Parking/ transportation benefit</p> <p><u>Additional benefits upon confirmation</u></p> <p>i. Annual optical &amp; dental benefit ii. Flexible work arrangement (Working from home) iii. Compassionate Leave iv. Marriage leave v. Pilgrimage leave vi. Maternity benefit</p>
13.	Place of duty	Jalan Yap Kwan Seng, Kuala Lumpur, Malaysia
14.	Application deadline	8 June 2026

**HOW TO APPLY**

Interested applicant **MUST** submit the following documents:

1. Cover Letter;
2. MTCC Employee Application Form;
3. Copy of Identity Card;
4. Resume/ Curriculum Vitae **with two** referees (referees should have contact number and email);
5. Two (2) reference letter, **dated within three (3) months from the date of the cover letter**. Kindly ensure the referee's email address and mobile number are included.
6. A **one-page essay**, written in English, using Arial font size 12 and single spacing, describing your most significant personal achievement in the field of chain of custody.
7. A copy of Sijil Pelajaran Malaysia (SPM) or an equivalent qualification recognized by the Government;
8. A copy of the Bachelor's Degree/Master's Degree/ PhD Degree Certificate; and
9. A copy of the MUET certificate.

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The completed application and the required documents should be submitted to the following email address: [recruitment@mtcc.com.my](mailto: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 Resources & Administration, Puan Ain Nadhirah at [ain.nadhirah@mtcc.com.my](mailto:ain.nadhirah@mtcc.com.my) or 03-2161 2298.

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