



## IMMEDIATE JOB VACANCY

### STRATEGY & SPECIAL PROJECTS OFFICER

The Malaysian Timber Certification Council (MTCC) is a leading organisation championing sustainable forest management practices. We seek a passionate, energetic, enthusiastic and goal-driven **Strategy & Special Projects Officer** 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. This individual will work closely with senior leadership to drive key projects from concept to implementation, ensuring alignment with our overall organisational and operational strategy. **Our ideal candidate is someone with experience in strategic thinking, project management, forest management and proven track record for implementation.** This is a shared role with the individual between predominantly part of the CEO's Office Unit.

#### VACANCY DETAILS

NO	ITEM	DESCRIPTION		
1.	Position	Strategy & Special Projects Officer		
2.	Job Grade	E4 – Senior Executive		
3.	Unit	CEO's Office 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;">5,500 (negotiable base on experience)</td> </tr> </table>	<b>Starting Gross Salary (RM)</b>	5,500 (negotiable base on experience)
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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>Fresh graduates will not be considered.</p>		
8.	Entry qualification	<b>Minimum</b> Bachelor's degree in Business Administration, Strategy, Public Policy, Sustainable Development Goals, Environmental Politics, International Relations, Economics, Forestry, Natural Resources Management, Ecology and Conservation, Environmental Sciences, Biological Sciences or any other related fields.		

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9.	Language qualification and competency	<p>Excellent written and verbal communication skills in both English and Bahasa Melayu.</p> <p>At least <b>band 5</b> for MUET.</p> <p>Skill: MS Office, Ai Software, Project Management software.</p> <p>Able to lead and work independently.</p> <p>Excellent problem solving, negotiation and analytical skills.</p> <p>Able and willing to work in a fast-paced environment.</p>
10.	Experience	<p>i. A minimum five (5) years of working experience in the related field.</p> <p>ii. Experience in sustainable products, national or international forest certification, standards, policy making or forestry/ biodiversity policy, familiarity with the national forestry laws, intergovernmental relations within the forestry sector, ESG, ISO, process improvement, and project management skill are plus points.</p> <p>iii. Exposure to MC&amp;I Sustainable Forest Management and Chain of Custody certifications such as ISO 9001, ISO 14001 and ISO 17000 process and any other relevant certifications of the same standing are highly preferred.</p>
11.	Probation period	Minimum of 4 months
12.	Responsibilities	<p>i. Assist in the development, steering and implementation of MTCC's strategic plan and any aspects assigned by the CEO, including market analysis, competitive analysis, identification of growth opportunities and making informed decisions to drive the company's success.</p> <p>ii. Lead and manage special projects that are critical to the company's strategic objectives. This includes project planning, execution, monitoring, and reporting.</p> <p>iii. Conduct in-depth research and analysis on industry trends, market conditions, and competitive landscape to inform strategic decisions.</p>

NO	ITEM	DESCRIPTION
		<ul style="list-style-type: none"> <li>iv. Work closely with various departments to ensure the successful execution of strategic initiatives and special projects. Facilitate communication and collaboration across teams.</li> <li>v. Develop and maintain dashboards and performance metrics to track the progress and impact of strategic initiatives and special projects.</li> <li>vi. Provide support to senior leadership in the preparation of presentations, reports, and other materials for board meetings and executive reviews.</li> <li>vii. Identify opportunities to streamline and improve processes, and increase efficiency within strategic initiatives and special projects.</li> <li>viii. Cultivating and nurture relationships professionally to maintain and honour relationships with key stakeholders, including other internal working unit, timber industry players, state governments, customers, and partners.</li> <li>ix. Serve as a representative of the organization in external meetings, negotiations, and partnerships, fostering positive relationships and strategic alliances.</li> </ul>
13.	Company benefit	<ul style="list-style-type: none"> <li>i. Flexible working hours</li> <li>ii. Group Medical insurance</li> <li>iii. Parking/ transportation benefit</li> </ul> <p><u>Additional benefits upon confirmation</u></p> <ul style="list-style-type: none"> <li>i. Annual optical &amp; dental benefit</li> <li>ii. Flexible work arrangement (Working from home)</li> <li>iii. Compassionate leave</li> <li>iv. Marriage leave</li> <li>v. Pilgrimage leave</li> <li>vi. Maternity benefit</li> </ul>
14.	Place of duty	Jalan Yap Kwan Seng, Kuala Lumpur, Malaysia
15.	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 letters, 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 Strategy and Special Projects;
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.

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 Resource and Administration, Pn. Ain Nadhirah Binti Mohammad Johar at [ain.nadhirah@mtcc.com.my](mailto:ain.nadhirah@mtcc.com.my) or 03-2161 2298.

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