



IMMEDIATE JOB VACANCY

CHIEF EXECUTIVE OFFICER (CEO)

The Malaysian Timber Certification Council (MTCC) is a leading organisation championing sustainable forest management practices. We seek an experienced, visionary and goal-driven **Chief Executive Officer (CEO)** to lead our mission.

As CEO, you will hold the primary leadership role within MTCC, driving the organisation's strategic direction and supporting its core functions. You will be responsible for the oversight of operational excellence, stakeholder relationship management, and ensuring that the activities of the CEO's office remain aligned with MTCC's mission of promoting sustainable, legal and market-accepted timber certification under the Malaysian Timber Certification Scheme (MTCS).

VACANCY DETAILS

NO	ITEM	DESCRIPTION
1.	Position	Chief Executive Officer (CEO)
2.	Job Grade	E1
3.	Unit	CEO Office Unit
4.	Availability	Immediate
5.	Position Status	Contract
6.	Contract Term	Five-year initial contract term, subject to review after 12 months.
7.	Gross Salary Scale	RM12,000 – RM15,000 (Not including additional allowances) Monthly Allowance i. Housing Allowance ii. Entertainment Allowance iii. Special Grade Allowance iv. Usage of Personal Car v. House Maid Yearly Allowance i. Car Maintenance (quarterly) ii. House Maintenance
8.	Terms of Appointment	The applicant must be a Malaysian citizen with no criminal records. The age of the applicant must not more than 55 years old.

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		Willing to undertake domestic and international travel. Able to attend or participate in meetings outside normal office hours, including with international/stakeholder bodies in different time zones.
9.	Entry qualification	Bachelor's and/or Master's degree preferably in Forestry, Natural Resource Management, Ecology, Environmental Science, Biological Sciences or equivalent. A postgraduate qualification (PhD) is an added advantage.
10.	Language qualification and competency	Excellent written and verbal communication skills in both English and Bahasa Melayu. Strong leadership, strategic thinking, and stakeholder management skills. Ability to work independently while maintaining high confidentiality and ethical standards. Strong report-writing, presentation, negotiation and policy-formulation abilities. Excellent problem-solving and analytical skills, with the ability to work in a fast-paced environment. Excellent interpersonal and team-building skills.
11.	Experience	1. Minimum 15 years of relevant working experience, including at least 5–7 years in a senior management or C-suite leadership role. 2. Familiar with forest and timber products certification, MTCS and Programme for the Endorsement of Forest Certification (PEFC) and knowledgeable on conversation of forest and sustainable natural resource management. 3. Familiar with corporate governance under Malaysian Code of Corporate Governance (MCCG). 4. Experience engaging with government ministries, regulators, or international bodies.

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		5. Track record in multi-stakeholder engagement and dispute resolution. 6. Experience in organisational financial and administrative management, including budgeting, fund/investment oversight (e.g. endowment or trust funds), and board-level reporting. 7. Experience building and leading teams, including training and capability development. 8. Brand or reputation management experience. 9. Experience with international agreements related to forestry and timber trade.
12.	Performance Review	Subject to a Key Performance Indicator (KPI) review after six (6) months of appointment.
11.	Responsibilities	1. Lead the leadership team in developing and executing the policies and strategies related to the planning and operation of the MTCS. 2. Lead, guide, and mentor various functional groups to develop, implement, measure, and review comprehensive plans to support and achieve MTCC's mission and vision. 3. Maintain and protect the credibility of MTCS, especially in enforcing the rules and procedures of MTCS, communicating the roles of MTCC and MTCS to stakeholders and responding to relevant issues. 4. Liaise with international, regional and national timber certification schemes to promote cooperation and mutual recognition. 5. Contribute to discussions on matters related to certification, sustainable forest management, legal, responsible and sustainable trade in forest products and other matters related to sustainability and environmental, social and governance (ESG) issues in the forestry/timber sector. 6. Provide inputs to the Ministry of Plantation and Commodities, Ministry of Natural Resources and Environmental Sustainability and other relevant

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		Ministries on matters related to forestry, timber industries and certification. 7. As a member of the Programme for the Endorsement of Forest Certification (PEFC) and with MTCS being a PEFC-endorsed scheme, support and participate actively in PEFC activities and ensure local perspectives are communicated clearly in various discussions.
12.	Company benefit	i. Group Medical insurance ii. Optical & dental benefit iii. Business class for air travel iv. Performance-related incentive
13.	Place of duty	Jalan Yap Kwan Seng, Kuala Lumpur, Malaysia
14.	Application deadline	10 November 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 achievement in strategic leadership within the forestry, sustainability or certification sector.
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 or equivalent.

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 Resources & Administration, Puan Ain Nadhirah at ain.nadhirah@mtcc.com.my or 03-2161 2298.

JOB ADVERTISEMENT PUBLICATION DATE: 10 October 2026