



Executive, Information and Communications Technology Division

The Malaysian Timber Council (MTC) was established in January 1992 to promote the development and growth of the Malaysian timber industry. MTC was formed on the initiative of the timber industry and governed by a Board of Trustees, whose members are appointed by the Minister of Plantation Industries & Commodities.

Location : Kuala Lumpur, Malaysia

Our objectives are:

To promote the Malaysian timber trade and develop the market for Malaysian timber products globally;

To develop the timber industry by expanding the industry's manufacturing technology base and value-adding its production line;

To augment the supply of raw materials for the timber-processing industry;

To provide information services to the timber industry;

To enhance the global credibility of the Malaysian timber industry.

Key Responsibilities:

- To provide support and assistance to your superior in carrying out the roles, functions and responsibilities of the division/unit as and when assigned to you.
- To plan, execute, oversee, follow up and/or monitor the overall operational, budgetary, financial responsibilities and activities of the division/unit as set out in the division/unit's Key Performance Indicators ("KPIs").
- Responsible to gather intelligence and develop intelligence network through MTC's activities as set out in the division/unit's KPIs and through workshops, seminars and other activities attended by you.
- To identify, compile, update and build baseline databases and reports based on intelligence gathered for the specific area of responsibilities as assigned to you. This may include, but not limited, to the handling of trade enquiries received both locally and internationally. Trade enquiries generated are to be forwarded by the assigned division/unit to timber trade associations for onward dissemination to their respective association members, where applicable.
- To plan, prepare, organize and follow up for programme, activities and other events assigned to you. The same is also applicable for meetings, seminars, conferences, workshops and other events that you attended and participated.

- To provide desk/secretariat support and assistance to regional office(s), board committee(s), task force group(s) and other relevant committees as assigned to you, where applicable.
- To peruse, review, follow up, monitor and feedback on activities undertaken by any third-party service provider(s) appointed by MTC.
- To prepare periodic reports for management, to track strategic goal accomplishment. This may also include preparation of concept papers, position papers, board papers, minutes of meetings, notes of discussions, inputs for speeches, etc.
- To communicate regularly with other executives, your subordinates, your superior(s), and other designated contacts within MTC. This may also include, but not limited to, relevant stakeholder(s) namely ministries, local authorities, agencies, etc
- To carry out any other assignment(s) that may be given to you from time to time by the Management of MTC.
- Troubleshooting and resolving computer hardware (Desktop/Laptops), software, network, printer/photocopier and other IT peripherals.
- Installing, configuring, maintaining and setting up basic hardware, software, network and IT peripherals.
- Managing end users' complaints and requests.
- Ensuring the annual maintenance contracts and service subscriptions are in place and renew accordingly.
- Providing technical support and assistance for all MTC related events.
- Managing and updating MTC's website.
- Preparing, maintaining and updating IT related documentations and reports.
- Liaising with vendor on MTC's IT needs.
- Providing technical training to end users.
- Assisting in any other jobs or assignments assigned by the division head.

Requirements:

- Candidate must possess at least a Degree in Computer Science / Information Technology or equivalent.
- Possess at least 2 years of relevant working experience.
- Hands on experience in troubleshooting hardware and software is a must.
- Familiar with programming (PHP, etc.) and website management (Apache, etc.).
- Knowledge in Office 365 and management of various social media platforms would be an added advantage.
- Able to work independently and in a team.
- Good communication and writing skills.

- Excellent understanding of the standards.

Interested candidates are invited to write-in, together with a comprehensive resume and their current and expected salary together with recent passport-sized photograph not later than **15th July 2021** and addressed to:

Director, Human Resource
MALAYSIAN TIMBER COUNCIL
18th, Floor, Menara PGRM, Tower 1,
Jalan Pudu Ulu, Cheras
56100, Kuala Lumpur

or e-mail to recruitment@mtc.com.my or contact us at **03-9281 1999**
(ext: 884/883/882).