

VACANCY NOTICE

REF: C08012025

POSITION	CHIEF EXECUTIVE OFFICER (CEO)
LOCATION	KUCHING, SARAWAK
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

LEADERSHIP AND MANAGEMENT

- Provide leadership and management of all activities whilst operating as a subsidiary company.
- Oversee the total operations including improvements in systems and processes.
- Develop, update and implement relevant policies on consultancy and industrial training for consistent with the University.
- Establish appropriate annual Key Performance Indicators (KPIs) in conjunction with the University.
- Develop and manage a budget
- Ensure the University's interests of training and consultancy projects are protected at all times.
- Manage to ensure timely reporting system to the Board and management.
- Lead in building a culture of customer service in all activities and liaisons with both internal and external contacts.
- Manage HR requirements and effective deployment of staff to meet operational needs.
- Mentor and support staff development activities of staff.
- Ensure effective annual performance appraisals of staff and staff performance goals and development plans are appropriate.

CONSULTANCY AND TRAINING

- Develop, update and implement relevant policies on consultancy and the training business in conjunction with the University.
- Establish appropriate annual consultancy Key Performance Indicators (KPIs) in conjunction with the Board of Directors.
- Develop and implement strategies for conducting successful consultancy projects.
- Build networks and maintain good relations with industry partners and customers

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JOB REQUIREMENTS

- Excellent academic, research and professional qualifications appropriate to appointment at Associate Professorial level or above, including a PhD from a recognised Malaysian or overseas institution of higher learning or equivalent qualifications.
- At least five (5) years of work experience in a training and consultancy management, with experience in leading large group of talents with multi-million annual budget.
- Excellent strategic, analytical and conceptual skills, together with the proven ability to devise and implement strategic plans in a complex organisational environment.
- Proven ability to effectively manage significant human, physical and financial resources in a devolved management structure.
- Demonstrated ability to work in a team environment and establish a co-operative approach with other senior members of the organisation
- Proven high level interpersonal and communication skills with demonstrated ability to foster good relationships with all constituencies within an organisation, with industry, governments and the community.
- Ability to deliver outcomes to industry and undertake entrepreneurial initiatives and commercialisation of projects.
- Ability to work constructively with the business communities and engage with government, industry, the professions and the community.

HOW TO APPLY

Interested candidates are invited to email the following documents to resume@unitalentcareer.com

- Complete CV
- Qualifications (certificates & transcripts) and experience
- A detailed write-up addressing the Key Selection Criteria stated in the Position Description