

# VACANCY NOTICE

REF: C06012023

<b>POSITION</b>	<b>HEAD OF GENERAL ADMINISTRATION (HoGA)</b>
<b>LOCATION</b>	<b>LEMBAH BERINGIN, SELANGOR</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>FULL-TIME</b>

## JOB SUMMARY

HoGA's position encompasses the management of crucial departments/ unit that provide support services to the academic side. The four (4) departments that directly report to HoGA are:

1. Administration Department
2. Procurement Department
3. Food Department
4. Facilities & Services Department

As a part of the Senior Leadership Team (SLT), this position reports to the CEO and ensures the upkeep of the institution facilities, tangible/ intangible assets, procurement, landscaping and the security aspects and coordination of Food & Beverage.

## KEY ACCOUNTABILITIES

The following is a list of responsibilities (Key Result Areas and the major activities) that must be achieved in order to satisfy the job requirements:

1. To oversee and manage the operations of the Administration Department, Procurement Department, Food Department and Facilities & Services Department.
2. As the custodian of the four (4) departments' policies and procedures, to ensure that they are all adhered to and updated, as and when necessary.
3. To be responsible for the security, management and general health of the whole institution's community by overseeing the works of the cleanliness and landscaping contractors.
4. To be responsible for on-going management of purchasing strategy and activity and for ensuring optimal supplier performance and within the parameters of institutions Group and Procurement strategy.
5. To steer the Facilities & Services Department in directions that will maintain and sustain the upkeep of the institutions buildings, chalets, living quarters and all related assets.
6. To steer the Food Department in directions that will maintain and sustain good food service for the institutions community.

# VACANCY NOTICE

---

7. To liaise with the institutions Group and external parties (local authorities, TNB, SYABAS, Police, Fire and Rescue Department & other related statutory bodies) to smooth the administrative process employed by these departments and for full compliance.
8. Prepare and administer budget for the continuity of the operation of Administration Department, Procurement Department, Food Department and Facilities & Services Department.
9. As a member of the Senior Leadership Team, to address issues/ concerns relating to the four (4) Departments and act cooperatively as a team, according to the directives of the CEO for the betterment of the institution as a whole.
10. To perform other tasks and responsibilities as and when directed by the Management.

## JOB REQUIREMENTS

1. Minimum Bachelor's Degree in Accounting/ Finance/ Business Administration or other relevant field.
2. Master of Business Administration (MBA) or a Master's degree in any suitable discipline is preferred.
3. Minimum of 10 years relevant experience in a senior managerial position and/or experience in managing people with varied background and nationalities.
4. Experience in understanding financial reports for improvement and reporting purposes.
5. Experience in presenting proposals/ papers to Board members will be an advantage.