

Organisation Structure	
Job Title	AGM, Human Capital- Programme Management
Job Grade	M3
Company	Northern Corridor Implementation Authority (NCIA)
Department	Human Capital
Unit	
Job Location	NCIA HQ, P.Pinang
Job Title of Direct Superior	Director, Human Capital/Secretariat, CE's Office
Job Title of Matrix Superior(s) <i>Indicate if different Company, Division or Department or Country</i>	
Job Purpose	
To strengthen the implementation of empowerNCER Skill & Entrepreneurship & JomNiaga programme	
Key Responsibilities	
<p>Planning</p> <ul style="list-style-type: none"> • Lead and drive the preparation of Tender Plan (TP), Intention to Bid (TIB), Technical-Commercial Negotiation (Tecno Comm) paper and Contract/Letter of Award / Addendum for empowerNCER Service Providers to carry out the Skill and Entrepreneurship training as well as Academic training. • Co-Lead the Techno-Commercial Evaluation Committee and responsible in technical or Commercial evaluation and tender negotiation related to empowerNCER programme. • To present to Tender Board B (TBB) on the Tender Plan (TP) and Techno-Commercial Evaluation Report for Approval to appoint the Service Providers • To present to the Variation Order Committee (VOC) on Variation Order Addition (VOA) paper for approval <p>Implementation</p> <ul style="list-style-type: none"> • To present in Steering Committee Meeting (SCM) on the Service Provider's progress and provide answer to Matters Arising in SCM. • Review the Minute of Meeting (MoM) for SCM and advise the Division Head in regard to the minute prior to the Chairman of the SCM's signature • Lead and develop integrated development, maintenance and sustain suitable culture and corporate image • Lead the preparation of all management documents for Management & Council Meetings and approval. • Ensure sound corporate governance and proper conduct and compliance with all relevant authorities and regulations. • Develop, promote and ensure availability of competent, capable and motivated staff. <p>Financial</p> <ul style="list-style-type: none"> • Evaluate monthly Development Expenditure (DE) Budget and Cash Flow report and advice Division Head on current programme expenditure, progress claim to-date compared to planned expenditure and any additional fund required. <p>Review & Monitoring</p> <ul style="list-style-type: none"> • Communicate to Service Providers on areas of improvement and ensure the program implementation is carried out in an effective and efficient manner to derive expected empower NCER programme outcome. • Inspire, perform and promote effective leadership for superior performance. <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Engage with all the relevant stakeholders from schools, district education office, district office, state and federal agencies. • Provide direction to maintain effective and sustainable rapport with relevant stakeholders (internal and external). 	

JOB DESCRIPTION



- Coordinate and maintain good working relationships with Service Providers and Stakeholders in implementing the programs related area/site.

Others

To provide strategic input, guidance, and advice for the successful implementation of human capital programmes including but not limited to empowerNCER Latihan Kemahiran dan Keusahawanan, empowerNCER Akademik, entrepreneurNCER and People Centric Programme.

Job Specification

Qualifications <i>(Basic Degree/Diploma)</i>	<ul style="list-style-type: none"> • Degree and above in related fields
Professional Qualification and/or Regulatory, Licensing requirements	<ul style="list-style-type: none"> • N/A
Relevant Work Experience	<ul style="list-style-type: none"> • Minimum 3-5 years of experience in project management system • Minimum 3-5 years of experience in a managerial role • Experience in risk management, government liason, stakeholder engagement

Required Competencies and Skills

Competencies/Skills <i>(Essential to succeed in this job)</i>	<ul style="list-style-type: none"> • Ability to establish and nurture beneficial business relationships • Customer-oriented attitude • Excellent verbal and written communication skills • Self-motivated with a willingness to take initiative and solve complex problems • Capability to negotiate with and influence others • Analytical and mathematical mind to analyze data and create necessary reports • Ability to thrive in a fast-paced and sometimes high-pressure environment
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Travel Requirements (if any)

Frequency <i>(Incl typical Destinations and Duration)</i>	As and when
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