

Organisation Structure	
Job Title	Assistant Manager, Human Capital- Kasih Ibu NCER & Strategic Projects
Job Grade/ Level	Assistant Manager/ E3
Company	Northern Corridor Implementation Authority (NCIA)
Department	Human Capital Department
Unit	Planning and Monitoring Unit
Job Location	NCIA HQ
Job Title of Direct Superior	AGM, Human Capital
Job Title of Matrix Superior(s) <i>Indicate if different Company, Division or Department or Country</i>	-
Job Purpose	
<p>Assist the Project Owner on the planning, monitoring of the implementation of the Human Capital programme (Kasih Ibu NCER) and other Integration of Human Capital with Strategic Projects (Lata Kinjang,I-CON, Guar Kepah, Sungai Batu, Lenggong and others.</p>	
Key Responsibilities	
<ol style="list-style-type: none"> 1. Pre-implementation: <ol style="list-style-type: none"> a. Prepare and facilitate tender process until tender award 2. Implementation – Step 1: <ol style="list-style-type: none"> a. Monitor and ensure all step 1 tasks are implemented as per plan by the appointed Service Providers (SPs) including setting up of empower centres, profiling exercise, programme design, selection of participants and training providers. 3. Implementation – Step 2: <ol style="list-style-type: none"> a. Monitor and ensure all step 2 tasks are implemented as per plan by the appointed SPs including the implementation of training programme, handholding and placement of participants. 4. Implementation – Step 3: <ol style="list-style-type: none"> a. Plan, guide and monitor the outcome review exercise by the SPs. 5. Implementation – Step 4: <ol style="list-style-type: none"> a. Plan, guide and monitor the tracer study exercise by the SPs. 6. Consistent and close monitoring of all KPIs and deliverables at all steps set for the SPs. 7. Ensure payment due to SPs is processed and paid as per the payment schedule. 8. Ensure all events related to the programme are executed as planned. 9. Plan, coordinate, organise and lead the implementation of all Working Committee Meetings (WCM) from start until the issuance of MoM and follow up action items. 10. Assist Programme Coordination & Stakeholder Engagement in executing the Technical Committee Meeting (TCM) and Steering Committee Meeting (SCM) of Kasih Ibu NCER. 11. Assist Programme Coordination & Stakeholder Engagement and reporting for Strategic Projects. 12. Manage and maintain appropriate documentation and records; and prepare activity and achievement reports in keeping with NCIA's requirements. 13. Carry out such other duties as may be assigned from time to time. 14. In the course of executing the function, to ensure the following: <ol style="list-style-type: none"> a. The needs of NCIA and the division are met. b. Operation is in an orderly and efficient manner; c. NCIA's policies, procedures and core values are adhered to; d. Assets of NCIA are safeguarded; and e. Reliable and accurate records are kept. 	
Job Specification	
Qualifications <i>(Basic Degree/Diploma etc.)</i>	<ul style="list-style-type: none"> • Bachelor/ Masters Degree/ Professional Degree in Business Administration, Marketing or related fields.
Professional Qualification and/or Regulatory, Licensing requirements	<ul style="list-style-type: none"> • n/a

JOB DESCRIPTION



Relevant Work Experience	<ul style="list-style-type: none">• Minimum 5 years of working experience in related function with at least 3 years experience in management capacity
Required Competencies and Skills	
Competencies/ Skills <i>(Essential to succeed in this job)</i>	<ul style="list-style-type: none">• Possesses professional attitude and appearance;• Able to multi-task with good time-management skills, and the ability to prioritise tasks;• Possesses analytical, leadership, problem solving and strategic thinking skills;• Excellent verbal and communication skills in Malay and English;• Possess personal qualities of integrity, credibility, and commitment to corporate mission;• Flexible and able to multi-task; demonstrated resourcefulness in setting priorities and guiding investment in people and systems.
Travel Requirements (if any)	
Frequency <i>(Incl typical Destinations and Duration)</i>	<ul style="list-style-type: none">• As and when required