

Universiti Tenaga Nasional (UNITEN) is a private university wholly owned by Tenaga Nasional Berhad (TNB). The University which is one of the Government Linked Universities (GLUs) in Malaysia operates two campuses; one main campus in Putrajaya and the other is in Bandar Muadzam Shah, Pahang. We offer accredited academic programmes, research services and professional training & consultancy of high quality. In line with our rapid expansion, we invite qualified and suitable candidates to join us as :



EXECUTIVE

BASIC REQUIREMENTS:

- A Malaysian citizen;
- Proficient in using Microsoft Office applications;
- Mature, diligent and conscientious in meeting deadlines;
- Able to work independently with minimum supervision and under pressure;
- Good customer service skills, positive and responsive attitude;
- Skilled in analyzing and using data is an advantage;
- Age 30 years old and below;
- Applicants with scholarship bond, must have release letter from the current employer.

ACCOUNT EXECUTIVE

ADDITIONAL REQUIREMENTS:

- Bachelor Degree in Accounting with at least CGPA 2.70 and above or 2nd Class Upper;
- Computer literate with a good working knowledge of accounting software suites and Microsoft Office applications (i.e SAP);

RESPONSIBILITIES:

- Perform the full spectrum of financial and management accounting functions with focus on internal control and financial analysis;
- Prepare and /or verify general ledger (GL) related to journals, receipts and payment to ensure documents and approval are in accordance with company policies and procedures;
- Meet periodic, monthly and quarterly reporting deadlines and ensure accuracy, completeness, timeliness and data integrity of all financial data.

ASSISTANT REGISTRAR (EXECUTIVE)

ADDITIONAL REQUIREMENTS:

- Bachelor Degree in Business Admin / Management or equivalent in related discipline with at least CGPA 2.70 and above or 2nd Class Upper.

RESPONSIBILITIES:

- Perform the full spectrum of administrative function related registrar office;
- Manage and administration of graduation process;
- Administration of Academic Transcript, Academic Certificate (Scroll), Foundation Program Certificate and other related documentation.

SALES EXECUTIVE

ADDITIONAL REQUIREMENTS:

- Bachelor Degree in Business Administration / Sales & Marketing / Digital Marketing or equivalent in related discipline with at least CGPA 2.70 and above or 2nd Class Upper;

RESPONSIBILITIES:

- Execute international marketing and enrolment strategies and plans;
- Organise and participate in international marketing and enrolment activities initiated by agents, embassies or government ministries;
- To generate international leads through adequate and regular marketing activities;
- To implement school marketing plans internationally and engage in school marketing activities;
- To achieve both direct and country enrolment targets as assigned.

HR EXECUTIVE

ADDITIONAL REQUIREMENTS:

- Bachelor Degree in Human Resource Management / Business Administration or equivalent in related discipline with at least CGPA 2.70 and above or 2nd Class Upper;
- Well versed in Labour Laws of Malaysia, Industrial Court, relevant by-law, policy by

RESPONSIBILITIES:

- Manage full spectrum of HR Department functions and activities including planning, recruitment, organizational development and other HR functions;
- Lead recruitment activities, including on-boarding process and exit process;
- Manage day-to-day HR operations and ensure compliance with company policies and regulations.

QAC & QMS EXECUTIVE

ADDITIONAL REQUIREMENTS:

- Bachelor Degree in Islamic Banking and Finance/ Management/ Islamic Studies & Syariah or equivalent in related discipline with at least CGPA 2.70 and above or 2nd Class Upper;
- Experience in managing ISO and MS Shariah is highly recommended.

RESPONSIBILITIES:

- Perform the full spectrum of administrative function related to quality management and related with ISO Plan Coordinate internal audit;
- To ensure compliance with shariah, regulatory requirement and internal policies and procedures;
- To support teammates in completing tasks and in acquiring skills & knowledge;
- Execute and monitor the implementation and effectiveness of Anti-Bribery Management System (ABMS) and integrity activities.

LIBRARIAN (EXECUTIVE)

ADDITIONAL REQUIREMENTS:

- Bachelor Degree in Business Admin / Management / Library science / Information System Management or equivalent in related discipline with at least CGPA 2.70 and above or 2nd Class Upper.

RESPONSIBILITIES:

- Develop and implement effective processes to support total library operations including the management of library inventory (e.g. books, periodicals, multimedia etc) and all services provided by the library;
- Ensure an accurate library database is in place at all times and provide relevant reports as and when required;
- Create and maintain awareness of the range of online resources available and promote them to students and staff.

PLACEMENT:

UNIVERSITI TENAGA NASIONAL,
Jalan Ikram-UNITEN,
43000 Kajang, Selangor, MALAYSIA.

ADVERTISEMENT DATE:

22nd February 2023 – 7th March 2023

Interested applicants are invited to submit detailed resume/CV, together with certified true copies of birth certificate, identity card, transcript & educational certificates, and latest passport-sized photograph (non-returnable) by e-mail/post to the address below: -

**HUMAN RESOURCE DEPARTMENT,
UNIVERSITI TENAGA NASIONAL**
JALAN IKRAM-UNITEN,
43000 KAJANG, SELANGOR.
or
e-mail: hr@uniten.edu.my

By applying, you have given consent and authorized the Universiti Tenaga Nasional (“UNITEN”) to collect, process, record, store and/or disclose personal data and sensitive personal data for all purposes associated in relation to your agreement, education, administration, attendance record and any other lawful activities performed or related to services rendered by UNITEN.

Only short-listed candidates will be called for an interview.

Creative, Innovative & Energetic

“UNITEN PRACTICES A NO GIFT POLICY”