



UMS LINK HOLDINGS SDN. BHD. & GROUP OF COMPANIES

(Co. No. 484355-K)

(wholly-owned by Universiti Malaysia Sabah)

JOB VACANCY

UMS Link Holdings Sdn. Bhd is a wholly-owned company of Universiti Malaysia Sabah (UMS), an innovative public higher learning institution in Malaysia. The company envisioned 'to be a leading and renowned university corporate center of global standing' with a mission 'to endeavor in the commercialization of R & D output and innovation, human capital development through quality education and training and to spearhead professional consultancy projects and business venture activities. It plays the role to promote and commercialise the University's expertise, inventions, academic commercial programmes and established strong linkages with the industry, government and private/corporate sectors. In line with our rapid growth and expansion, we are seeking for highly motivated, team player, dynamic, proactive, independent, self-disciplined and suitably qualified human resources to join our Group:-

CHIEF OPERATION OFFICER (COO) - 1 position (ULink Agro-Based Sdn. Bhd)

Requirement

Possess a good recognized Bachelor Degree of Agriculture or Master Degree in the related field. Candidate who possesses additional qualification in AISP Diploma is an added advantage.

Must have at least seven (7) years relevant working experience in top management level as CEO, COO, GM, MD, COO or Executive Director or Senior Management position from corporate/private or government-link companies (GLC), preferably from the agriculture and plantation sectors.

Proven good track record in leading business organization into a profitable entity. Strong understanding in agriculture, agro-business/plantation activities.

Strong leadership quality and management skills with high levels of workforce and business operation of profit organization.

Excellent command both English and Bahasa Melayu. Fluency in other foreign languages is an added advantage.

Strong and wide industries and government networking both at national and international levels.

High level of work discipline, aggressiveness, trustworthiness and honesty.

Malaysian aged between 35 years and 48 years on the closing date of the advertisement.

Responsibilities:

To report direct to the Group Managing Director of the Company and the Board of the subsidiary;

To ensure effective supervision, timely completion of work and efficiency of the business operation of the subsidiary and to ensure project implemented are financially feasible and viable;

To ensure good performance and effectiveness of day to day operation of the subsidiary company;

To ensure the achievement of project financial plan, target and budget of the Company.

To receive and execute instruction from the ULink Corporate Management team of the subsidiary;

To ensure timely submission of financial management report on monthly basis, interim period and annual financial report to the Board;

To ensure the compliance of the Human Resources policy, financial policy & procedures and any policy enforced by the Board at all times ;

To ensure compliance to the code of corporate governance.

CHIEF OPERATION OFFICER (COO) / MANAGER (OPERATION) (ICT) - 1 position (ICT Unit / ULink Intech Sdn. Bhd)

Requirement

Possess a good recognized Bachelor Degree of Information Technology / Computer Science or Master Degree in the related field.

Must have at least or overseas institutions or its equivalent with at least seven (7) years relevant working experience in top management level as CEO, COO, GM, MD, COO or Executive Director or Senior Management position from corporate/private or government-link companies (GLC).

Proven track record in leading business organization into a profitable entity.

Strong understanding in ICT activities.

Strong leadership quality and management skills with high levels of workforce and business operation of profit organization.

Excellent command both English and Bahasa Melayu. Fluency in other foreign languages is an added advantage.

Strong and wide industries and government networking both at national and international levels.

High level of work discipline, aggressiveness, trustworthiness and honesty.

Malaysian aged between 35 years and 48 years on the closing date of the advertisement.

Responsibilities:

To report direct to the Group Managing Director of the Company and the Board of the subsidiary;

To ensure effective supervision, timely completion of work and efficiency of the business operation of the subsidiary and to ensure project implemented are financially feasible and viable;

To ensure good performance and effectiveness of day to day operation of the subsidiary company;

To ensure the achievement of project financial plan, target and budget of the Company.

To receive and execute instruction from the ULink Corporate Management team of the subsidiary;

To ensure timely submission of financial management report on monthly basis, interim period and annual financial report to the Board;

To ensure the compliance of the Human Resources policy, financial policy & procedures and any policy enforced by the Board at all times ;

To ensure compliance to the code of corporate governance.

FINANCE MANAGER - 1 position

(UMS Link Holdings Sdn. Bhd)

Requirement

A recognized Degree in Accountancy from local or overseas institutions or its equivalent with at least seven (7) years relevant working experience in managing Finance Department in the private corporate sector and/or audit firm / Government - Link Companies (GLC). Candidate with professional qualification (ACCA, UK, CPA Australia, MACPA Malaysia, CAM) is a great advantage and preferable.

Working experience in the management of finance for higher education sector is an added advantage;

Member of Malaysian Institute of Accountant (MIA);

Strong knowledge in accounting system software;

Excellent command of spoken, listening and written English;

Knowledge of Mandarin or other foreign languages will be an added advantage;

Strong interpersonal and communication skills and possess good negotiation skills;

Must be well disciplined, a team player, result oriented, highly self-motivated, good personal character and able to meet deadline;

Able to coach subordinates, work independently and to work under pressure / stress tolerance; and

Ability to mix with people from different background, origin /nationality.

Malaysian aged between 35 years and 48 years on the closing date of the advertisement.

Responsibilities:

To report directly to the Group Managing Director of the Company.

To ensure the effective supervision, timely completion of the preparation and consolidation of the company and the group financial management report on monthly basis, interim period and annual financial report to the Board.

To ensure good performance and effectiveness of day to day operation of the holdings' Group Corporate Finance Department and the Account Section/Department of all centres and subsidiaries under the group company.

To ensure the achievement of financial plan, target and budget of the Company.

To ensure and uphold the financial policy & procedures at all times and to provide advise pertaining to the financial and management risk to the management of the Company.

To receive and execute instruction from the ULink Corporate Management.

BUSINESS DEVELOPMENT & MARKET RESEARCH DEVELOPMENT (UMSLink-Silverkris Sdn. Bhd)

Requirement

Minimum 2-3 years experience in a similar position;

Knowledge interpersonal and communication skills;

Excellent command of spoken, listening and written English;

Must be a team player, result oriented and able to meet deadline;

Able to work independently and stress tolerate;

Candidates without the requisite qualification but with relevant accounting experience will also be considered.

Responsibilities:

Conduct continuous market survey; market landscape and behavior for Corporate Planning purposes;

Exploring opportunities in existing market & anticipate future market;

Conduct market intelligence via data collection and analysis for new business development;

Develop & plan local area promotional activities;

Ensure high standard of administration & operation roles and functions to support Business Development and Commercialization Department;

Provide forecast / demand on the region advisable market; and

Produce management reporting on overall and divisional performance on the monthly basis for management review.

CORPORATE LEGAL & SECRETARIAL EXECUTIVE (UMSLink-Silverkris Sdn. Bhd)

Requirement

A recognised Degree in Law from local institutions or its equivalent with at least two (2) to three (3) years relevant working experience in corporate sector handling legal, corporate and management functions; OR

At least a recognized Degree in Business Administration or Public Administration/Corporate Management with at least two (2) years relevant working experience in the related field; Excellent command of spoken, listening and written English.

Knowledge of Mandarin or other foreign languages will be an added advantage;

Strong interpersonal and communication skills and possess good negotiation skills;

Must be well disciplined, a team player, result oriented, highly self-motivated, good personal character and able to meet deadline;

Able to work independently with minimum supervision and can work under pressure / stress tolerance; and

Ability to mix with people from different background, origin /nationality.

Responsibilities:

Reporting to Chief Executive Officer of the subsidiary

Liaising with the Company Secretary for efficient conduct of the Board of Directors Meeting.

Secretariat of Board of Directors Meeting and Management meeting of the company.

Assisting in drafting of legal documents such as memorandum of understanding and Contract business agreements;

Assisting in providing legal advisory in any business negotiation;

Assisting in the corporate and general administration function;

Assisting in the secretariat functions of the Corporate & Human Capital Department;

Assisting in any corporate and management/administrative functions in relation to Corporate Governance, quality assurance and standardization;

To coordinate with different departments within the company and/or the University in relation to operational and policy matters;

Prepare regular report for Management and/or Board's deliberation;

and

Carrying out any task and responsibilities as and when required by the Management.

ACCOUNTS ASSISTANT - 1 position (UMSLink-Silverkris Sdn. Bhd)

Requirement

Possess at least a Diploma in Accountancy or equivalents from local higher education institutions;

Minimum 2-3 years experience in a similar position;

Knowledge interpersonal and communication skills;

Strong command of spoken and written English;

Must be a team player, result oriented and able to meet deadline;

Able to work independently and stress tolerate;

Candidates without the requisite qualification but with relevant accounting experience will also be considered.

Responsibilities:

Assisting in the preparation of financial management report;

Assisting in purchasing, ordering and payments to suppliers;

Assisting in preparing Executive management committee monthly report;

To ensure audit schedule prepared and updated;

Responsible in processing staff claim and lecturers' honorarium.

HEAD, ULINK REGIONAL OFFICE

(Based in Tawau)

Requirement

Degree in Business Administration / Public Administration / Public Management;

Working experience in managing academic institution;

Good command in English language;

Good networking;

Ability to plan & execute strategies and business plan;

Ability to develop business plan, cash flow, budget and project analysis.

Good communication skill; and

Dynamic, mobile and independent.

Responsibilities:

To oversee the daily business operations of the Company's regional office in East Coast of Sabah;

To established business networking;

To initiate, plan, organize new business ventures;

To oversee the daily operations of the ULink Intech Sdn. Bhd. branch;

To coordinate with initiatives and deal with any business the Corporate Head Quarters ventures that may be feasible and viable to the company;

To provide reports on the branch activities.

ADMINISTRATION ASSISTANT

(UMS Center for External Education/UMS Link Holdings Sdn. Bhd. - UCEE, Kota Kinabalu)

Requirement

Minimum qualification of SPM,STPM or equivalent with 1-2 years working experience;

Strong interpersonal and communication skills;

Computer literate and able to work independently;

Pleasant personality and enthusiastic with good organizational skills;

Matured, committed and prepared to work late when necessary;

Willing to work during weekend; and

Having own transport and a valid driving license is preferable.

Responsibilities:

Responsible to record in/out documents and maintain filing system;

Assisting during the registration of the students;

Assisting the coordinators of the UCEE programmes on the academic matters; and

Assisting in handling students affairs at the main counter.

SECRETARY

Requirement

Reporting to Director of UCEE;

Scheduling and organizing meetings and appointments;

To arrange and coordinate travelling schedules, flight bookings and accommodation arrangements;

To conduct general administrative and clerical function of the Directors' office;

Assisting the counter in any matter pertaining to the general administration of the centre; and

Carrying out any task and responsibilities as and when required by the Management.

Responsibilities:

Diploma in Secretarial Science from UITM or a recognised Private Secretarial Studies or its equivalents from local higher education institution with at least 1 year working experience;

Pleasant personality and enthusiastic with good organizational skills;

Strong interpersonal and communication skills and able to work independently;

PC literate and proficient in MS office (Words, Excel, Power Point) is highly preferred;

Good command of spoken and written English;

Able to take and do dictation;

Able to plan, organize and execute works independently and stress tolerance;

Typing speed of at least 60 w.p.m.

LECTURER (Electrical and Electronic) - 1 position

(Tun Ahmadshah Abdullah Oil & Gas Academy [TAS], wholly-owned and managed by UMSLink-Silverkris Sdn. Bhd in collaboration with UMS School of Engineering and Information Technology, UMS)

Educational Qualification:

Masters or Bachelor of Engineering with Honours (Electrical and Electronic) or equivalent degree approved by the Malaysia Government

Qualification:

Must have Masters with 2 years or Bachelor with 4 years working experience as an Electrical and Electronic Engineer in the Oil and Gas Industries or related industries;

Must be able to handle different types of electrical tools and devices commonly used in the Oil and Gas Industries;

Must have knowledge on distribution of single phase and three phase load;

Must have knowledge on electrical equipments and its operation and maintenance;

Must have knowledge about different types of circuit breakers, switch gears, relays, timers, isolators and fusing maintenance and repairing.

LECTURER (Processes Operation) - 1 position

(Tun Ahmadshah Abdullah Oil & Gas Academy [TAS], wholly-owned and managed by UMSLink-Silverkris Sdn. Bhd in collaboration with UMS School of Engineering and Information Technology, UMS)

Educational Qualification:

Masters or Bachelor of Engineering with Honours (Mechanical / Chemical / Electrical and Electronics) or equivalent degree approved by the Malaysia Government ;

Must have Masters with 2 years or Bachelor with 4 years working experience as Operational Engineer / Manager in the OIL and Gas Industries or related industries ;

Must have knowledge on well head, header and well testing system;

Must have knowledge on chemical injection system;

Must have sufficient knowledge about diesel and gas engine operating and inspection;

Must be familiar with different types of pumps and compressor operation;

Must have sufficient knowledge on gas turbine operation and regular inspection;

Must be capable to handle different types of mechanical tools and devices commonly used in the oil and gas industries or related industries.

LECTURER (Instrument Operation) - 1 position

(Tun Ahmadshah Abdullah Oil & Gas Academy [TAS], wholly-owned and managed by UMSLink-Silverkris Sdn. Bhd in collaboration with UMS School of Engineering and Information Technology, UMS)

Requirement:

Masters or Bachelor of Engineering with Honours (Mechanical / chemical / Instrument / Electrical and Electronics) or equivalent degree approved by the Malaysia Government ;

Must have Masters with 2 years or Bachelor with 4 years working experience as Instrument Engineer / Manager in the OIL and Gas Industries or related industries ;

Must have knowledge on different types of instrument tools / Devices / system for process control and shutdown;

Must have knowledge on different types of fire and gas detection system;

Must have sufficient knowledge about diesel and gas engine control and inspection;

Must be familiar with different types of pumps and compressor control and inspection;

Must have sufficient knowledge on gas turbine control and regular inspection;

Must be capable to maintain and perform monitoring capabilities for Alarm and Shutdown detective devices.

Interested candidates may submit their detailed CV stating their current and expected salaries, photocopies of relevant academic / qualification certificates, contact number with a recent non-returnable passport size photograph not later than 18th March (Thursday) to the following address:

Manager
Corporate & Human Capital
UMS Link Holdings Sdn. Bhd.
Lot No. 10, Ground Floor, B-O-2, Alamesra Plaza Utama, Jalan Sulaman
88400 Kota Kinabalu.
Fax. 088-485575
Email:corporate@umslink.com.my

[ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED]