

JOB VACANCY

POSITION REQUIRED : EXECUTIVE (1 VACANCY)
JOB CATEGORY : EXECUTIVE
DEPARTMENT : ISSD

SUMMARY STATEMENT OF DUTIES

Responsible for assisting the divisional Director and Manager in managing, coordinating and monitoring the implementation of post-investment scope of work, and ensuring the execution of directives and assignments issued by Invest Selangor's Senior Management from time to time.

JOB DESCRIPTION

1. Division Management
 - a. Assist the Divisional Director/ Manager in managing, coordinating, and monitoring divisional operations.
 - b. Coordinate and implement divisional programmes and initiatives.
2. Diversification / Expansion Projects
 - a. Assist existing companies in undertaking investment diversification or expansion.
 - b. Coordinate the implementation of project coordination meetings.
 - c. Coordinate and implement networking and engagement programs (factory visits / meetings).
 - d. Coordinate and monitor the implementation of proposed projects.
 - e. Coordinate follow-up actions related to project implementation.
3. Project Management / Issue Resolution
 - a. Plan and coordinate the implementation of project coordination meetings.
 - b. Plan and coordinate factory and project site visits.
 - c. Coordinate issue resolution actions with relevant technical departments or government agencies.
 - d. Coordinate follow-up actions arising from meetings.
 - e. Coordinate the preparation of meeting minutes and follow-up action reports.
4. Industrial Park Management Committee (IPMC) - Local Authorities
 - a. Responsible for assisting Local Authorities and Technical Departments in resolving arising issues and challenges.
 - b. Coordinate the preparation of meeting reports for reference and follow-up actions.
 - c. Assist and coordinate the implementation of programs organized by the IPMC.
5. Secretariat for the Standing Committee on Investment, Industry & Trade (STANDCO)
 - a. Assist in the coordination and implementation of STANDCO meetings.

6. Special Projects (IDRISS, MIP & GIS)
 - a. Plan, coordinate, and monitor the implementation of special projects.
 - b. Prepare progress reports on the implementation of special projects.
 - c. Monitor the overall implementation of assigned special projects.
7. Monthly Performance Reporting
 - a. Coordinate the preparation of investment performance reports.
 - b. Coordinate the preparation of activity and program reports.
8. Departmental Programs
 - a. Plan and coordinate the implementation of divisional programs.
 - b. Monitor and supervise the implementation of departmental programs.
 - c. Control and monitor divisional expenditure.
9. Other Duties
 - a. Attend meetings as directed by Management.
 - b. Perform any other duties as assigned by superiors from time to time.
 - c. Assist other departments or divisions as and when required.

JOB SPECIFICATION

Education:

Bachelor's Degree in Town Planning, Land Surveying, Engineering (Civil & Structural / Mechanical & Electrical), Architecture, Construction Management, or other relevant professional qualifications related to post-investment and industrial development.

Technical Knowledge:

Knowledge of development control, land matters, industrial development processes, and post-investment facilitation including project siting, NOL procedures, and coordination with local authorities and technical agencies.

Experience:

Minimum 3 years of relevant experience in project coordination, post-investment support, industrial development, or infrastructure-related roles. Experience with government agencies, statutory bodies, or GLCs is an added advantage.

Core Competencies (Public Sector-Aligned):

- Stakeholder & inter-agency coordination
- Project monitoring & issue resolution
- Governance, compliance & reporting
- Communication & technical documentation
- Teamwork, integrity & service orientation

CLOSING DATE FOR APPLICATION : 20 FEBRUARY 2026.