

JOB VACANCY



HUMAN RIGHTS COMMISSION OF MALAYSIA (SUHAKAM)

The Human Rights Commission of Malaysia (SUHAKAM) was established by the Parliament under the Human Rights Commission of Malaysia Act 1999 is mandated as the National Human Rights Institution (NHRI), to promote and protect human rights. SUHAKAM, which is an equal opportunities employer, dedicated to a diverse workforce and valuing difference, invites Malaysian citizens who are innovative, dedicated, and qualified to fill the following position:

Post	:	SECRETARY OF SUHAKAM (CHIEF EXECUTIVE OFFICER) – GRADE VU7
Salary of scale	:	Basic Salary and Monthly Fixed Allowances = RM12,976.00
Status of post	:	Contract
Responsibilities	:	The Secretary is responsible for the overall administrative of SUHAKAM including ensuring that SUHAKAM's direction is in line with the policy and Strategic Plan decided by the Commission, monitoring and coordinating all programs and activities of SUHAKAM in promoting and protecting Human Rights in Malaysia, in accordance with the mandate contained in the Act Malaysian Human Rights Commission 1999.
Qualifications	:	<ol style="list-style-type: none">i. Bachelor Honours Degree or Master's Degree, preferably in Management, Administration, Finance or any other equivalent qualification from any University recognised by the Commission.ii. Has a minimum of 15 years of experience in the fields of Management, Administration and Finance.iii. Possesses expertise in report writing in Bahasa Malaysia and English, and fluent in both languages.iv. Ability and expertise in providing professional leadership and guidance in work-related matters.v. High level of professionalism and expertise in the field of human rights.

- vi. Possesses expertise in financial and budget planning and management in accordance with the Malaysian Government treasury circulars.

How To Apply

Interested candidates are invited to submit their letter of application giving complete resume/ curriculum vitae, copies of academic certificates, copy of Identity Card, at least one (1) reference letter and a passport size photograph (non-returnable) **before or on 31 March 2023 (Friday)** to:

**Human Rights Commission Of Malaysia
Level 11, Menara TH Perdana, 1001 Jalan Sultan Ismail
50250 Kuala Lumpur
Laman Web : www.suhakam.org.my
(Attention To: Human Resources Management Unit)**

Please indicate the position applied for in the left corner of the envelope. Only those who submit their CVs with relevant certificates will be considered.

For any further inquiries, please contact Puan Nurulhidayati Masdim at 03-2612 5600.