

## **ASSOCIATE-PROJECT EXECUTION**

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- Management of assigned nanotechnology-based product development and scale-up projects to ensure successful completion based on approved budget, schedule and deliverables.
- Initiate discussions with industrial and technical partners to gather requirements for project activation to be facilitated under NanoMalaysia's RMK programmes and SRF funded projects.
- Focal point in 6-monthly reporting of the SRF funded projects to MOSTI.
- Conduct weekly/ bi-weekly discussion with Technology Recipient and Technology Collaborator for progress to ensure smooth progression and any issues/ challenges can be updated early.
- Submission of milestone reports which includes collation of data from project partners, analysis and evaluation to ensure targeted deliverables are met.
- Coordination with Business Development Office, Group Legal and Group Operations and external panels in compliance to project activation, implementation assessment and project closure processes.
- Assist other departments as assigned by supervisor, Head of Department and/or Management (within given job description).
- Initiate procurement documentations for approval to ensure project progresses is on schedule and within approved budget. Alignment with Group Finance to ensure utilized budget are accurately and all procured assets are tagged for audit.

## **QUALIFICATION AND EDUCATION REQUIREMENTS**

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- Minimum bachelor's degree in Engineering, Material Science, Nanotechnology or equivalent.
- Must possess a good command of spoken and written Malay and English.

## **ADDITIONAL SKILLS**

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- The role requires effective communication skills with project partners and ensure accurate reporting of progress, issues and challenges.
- The role requires effective management of projects ensure successful completion as per targeted budget schedule and deliverables.

## **WORKING EXPERIENCE**

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0-7 Years