

**Responsibilities:**

## 1) Training

- Organise internal training for staff
- Process payment recommendations for internal training fees
- Disseminate training invitations received from training providers to staff
- Update staff training record
- Monitoring training allocation budget

2) To be HR representative for Associate and support staff level during interview sessions.

3) To become the Secretary for Health, Safety and Environment Committee.

4) To organise Management Human Resource Committee every month and to prepare any correspondence as per request.

5) Any other matters as instructed by the HOD.

**Qualification and Requirement:**

- 1) Bachelor in Human Resource Management or Human Resource Development
- 2) More than five (5) years in human resource role capacity.
- 3) Well versed with Employment Act 1955, Industrial Relation Act 1967, Employees Provident Fund Act 1991, Employees' Social Security Act 1969, Income Tax Act 1967, Pembangunan Sumber Manusia Act 2001, and all other regulations related to HR.