

Responsibilities:

- **Project management:**
 1. Identify and propose potential projects by putting together a project proposal with suitable Technology Recipients and Technology Collaborators and providing technology assessments, market reviews and due diligence.
 2. Manage assigned product development and/or scale-up projects to ensure successful completion based on approved budget, schedule, and deliverables, with good governance and effective communication with all stakeholders.
 3. Conduct weekly/bi-weekly discussions with Technology Recipient and Technology Collaborator for progress to ensure smooth progression and any issues/challenges can be updated early.
 4. Prepare, keep and submit project documents such as Project Commitment Books, Project Milestone Reports, Project Closure Reports, Minutes of Meetings, etc.
 5. Coordinate with Business Development Office, Group Legal, Group Operations and external panels in compliance to project activation, implementation assessment and project closure processes.
 6. Manage project procurement having close alignment with Group Finance to ensure spendings are accurate and all procured assets are tagged.
- **Technology development and exploitation:**
 1. Provide technology and intellectual property inputs to all stakeholders, especially internal stakeholders.
 2. Produce technical documentations or publications such as intellectual properties, scientific and conference papers.
 3. Develop, file and exploit NMB Group's intellectual properties.
 4. Support participation in trade shows, presentations, seminars, and conferences where NMB Group is actively involved.
- Assist team members with assignments and ensure deadlines are met for assigned activities.
- Provide support to other departments/offices within NMB Group.
- Assist line manager and undertake any other tasks as requested or assigned by Management.

Qualification and Requirement:

- Bachelor's degree in Material Science, Physics, Chemistry, Chemical Engineering, Electronics Engineering, Nanotechnology or any relevant science-based degree.
- 0-3 working experience. Fresh graduates may apply.
- Project management professional certification, e.g. PMP or PRINCE2, is an advantage.
- Must possess a good command of spoken and written Malay and English

Preferred Skills:

- Familiar with Microsoft 365, SharePoint, Word, Excel and PowerPoint
- Pleasant and having good interpersonal skills
- Exposure to commercialisation of technology or technical products and, numeracy and presentation skills.