

**Responsibilities:**

1. Assist the Managing Director in driving the continuous development and enhancement of the certification program.
2. Oversee and manage all certification activities under NVSB, ensuring operational efficiency and compliance.
3. Assess and determine the competence of auditors and personnel responsible for evaluating and reviewing certified products and processes.
4. Develop, implement, and oversee policies and procedures to optimize certification operations while ensuring compliance with established standards and regulations.
5. Continuously improve certification processes and policies to enhance reporting, streamline information flow, and support strategic organizational planning.
6. Lead long-term planning initiatives aimed at achieving operational excellence in certification processes.
7. Manage the financial aspects of the NVSB Certification Unit, with financial modeling expertise considered an advantage.
8. Handle contractual arrangements, including laboratory sub-contracts, to support certification activities.
9. Serve as the Secretary for the Certification Panel and Impartiality Meetings, ensuring transparency and governance.
10. Act as the Secretary for appeal process meetings, facilitating fair and structured resolutions.

**Qualification Requirement:**

1. A Bachelor's Degree or higher in Engineering, a science-related discipline, or an equivalent qualification recognized by the Malaysian Government.
2. Minimum of 5 years of relevant experience in management, project management, or certification-related activities.
3. Strong proficiency in both written and spoken Malay and English.

**Preferred Skills:**

1. Familiar with Microsoft 365, SharePoint, Word, Excel and PowerPoint.
2. Pleasant and having good interpersonal skills.