

VACANCY AT I-CeLLS, ATTORNEY GENERAL'S CHAMBERS

1. Position : Administrative Associate
2. Service Group : Management and Professional
3. Status of Position : Contract
4. Basic Salary : Salary Scheme Grade 52
5. Terms of Appointment : The position is open to interested candidates with the following qualifications:

- i. Candidates must have at least a Bachelor degree recognized by the Government;
- ii. Experience in the relevant sector not less than 7 years. Preference will be given to candidates with experience in Human Resource Management and Financial Management;
- iii. Pass the Malaysian Language and English Language examinations at Malaysian Certificate of Education (MCE) level and fluent in Malay and English; and
- iv. Proficient in Microsoft Office.

RESPONSIBILITIES

1. Preparing the Annual Overall Budget of I-CeLLS.
2. Managing all financial claims of officers/Executives at I-CeLLS.
3. Overseeing the progress and budget requirements of programmes from time to time based on the requirements of I-CeLLS.
4. Planning as well as supervising expenditure and acquisition with emphasis on the requirements, modification, deletion or development of new programs or activities of I-CeLLS.
5. Preparing feedback or reports required by I-CeLLS.
6. Responsible for administrative matters dealing with budget, human resource and other tasks and duties as assigned.
7. Assisting in the planning and supervision of expenditure with emphasis on the requirements, modification, deletion or development of new programs or activities of I-CeLLS.
8. Managing all general administrative and operational matters including file management and documentation.
9. Managing and overseeing all meetings conducted by I-CeLLS.

PRIORITIES IN TERMS OF APPOINTMENT

- a) Malaysian Citizens
- b) Candidates must be not less than 45 years old on the closing date of the advertisement for the position.
- c) Candidates must possess work experience
- d) Candidates must have experience in human resource and financial management as well as other relevant experience.

METHOD OF APPLICATION

- i. Interested candidates can apply through the Attorney General's Chambers Portal : www.agc.gov.my
- ii. Candidates must submit their resume together with the application form to the Human Resource Section, Attorney General's Chambers.
- iii. Applications must be complete with copies of relevant certificates which have been certified.

APPLICATION ADDRESS AND DEADLINE

Completed applications should be submitted to the following address. Please write the name of the position applied for on the top left side of the envelope:

**Attorney General's Chambers
Management Division, No. 45, Persiaran Perdana, Presint 4, 62100 Putrajaya
Tel: 03-88722188 Fax No: 88905670**

All applications must be received no later than the closing date of the advertisement on **15 February 2012**. Only shortlisted candidates will be called to attend an interview. Candidates who do not receive any reply within 4 months are deemed to be unsuccessful.