



INSTITUT JANTUNG NEGARA  
National Heart Institute

**We are looking for suitable and qualified candidate for the following position:**

**EXECUTIVE  
CPR FACULTY**

**Responsibilities**

**COURSES CONDUCTED BY CPR FACULTY**

- Schedule internal & external courses including Basic Life Support, Advanced Cardiac Life Support, Advanced Paediatric Life Support, Instructor Courses & Refresher Courses under the guidance of the CPR Director
- Co-ordinate participant & instructor scheduling
- Co-ordinate logistic preparations for courses including teaching materials, certificates, refreshments, location & equipment
- Assist the CPR Director in procurement of teaching materials & equipment
- Record keeping & ensures maintenance of training equipment
- Maintain training & attendance records of participants & instructors
- Liaise with American Heart Association (AHA) International Training Centre in matters related to the AHA Programs & Facilities
- Involved in promotion of activities conducted by the CPR Faculty
- Report training evaluation of courses conducted

**RESUSCITATION SERVICES**

- Maintain records of Resuscitation Feedback Forms
- Assist in data entry & analysis of Resuscitation Feedback Forms
- Monitor KPI / Initiatives of CPR Faculty
- Co-ordinate CPR Faculty meetings & prepare meeting minutes
- General administration as instructed by the CPR Director

## Requirements

- Degree in any related field with 2 years working experience.
- Capabilities in administration
- Good communication skill/Interpersonal skill
- Organization and Planning – able to organize or schedule tasks.
- Computer skills – competent in MS Office (Excel, Words and Powerpoint)

**Closing Date**

**4<sup>th</sup> May 2017**

**Recruitment Unit**

**Human Capital & Organizational Development**

**Institut Jantung Negara**

**145 Jalan Tun Razak**

**50400 Kuala Lumpur, MALAYSIA**

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*: Career in Institut Jantung Negara*

**Note: All unsuccessful applications shall not be retained in our database. Only SHORTLISTED candidates will be contacted.**