



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

## **FACILITIES TECHNICIAN FACILITIES MANAGEMENT DEPARTMENT**

### **Responsibilities**

- To assist the head unit in supervision, monitoring and coordination all activities relating to the operation & maintenance of all the civil unit in IJN.
- Responsible for assisting, planning and executing any minor renovation and refurbishment work request by End Users.
- Responsible for monitoring installation, testing & commissioning of any small-scale internal renovation and refurbishment work.
- Assist the head of unit / department in preparation, implement of projects for expansion or improvement i.e. Quality improvement activity purposes.
- Assisting Infection Control Nurses and Safety Officer in assessment of PCRA and ICRA.
- Responsible for managing, monitoring and supervising pest control work and Facility Assistants activities.
- To prepare report of activities civil maintenance works to the head of unit.
- To compile all maintenance record for preparation of KPIs report.
- Responsible to ensure the civil functioning as required maintaining continuous service delivery and compliance with all relevant authority & quality standards.

### **Requirements**

- Diploma / Degree in any multi-disciplinary engineering course.
- Able to modify and draught drawing plan using Auto-CAD.
- Able to handle a number of subordinates.
- Capable to work in team and under pressure conditions.
- Good personality and able to communicate with all level.

### **Closing Date**

23<sup>rd</sup> January 2020

**Talent Acquisition Unit  
Human Capital & Organizational Development**

✉: [career@ijn.com.my](mailto:career@ijn.com.my) 🌐: [www.ijn.com.my](http://www.ijn.com.my) ☎: 03-2617 8200

    : [career@IJN](https://www.instagram.com/career@IJN)

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