



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

**EXECUTIVE  
(PERMANENT)  
INFORMATION SYSTEM TRANSFORMATION  
MANAGEMENT OFFICE (ISTMO)**

**Responsibilities**

- Project coordinator for IJN's IT project initiatives.
- Report and support project managers and team members, in implementing IT project initiatives.
- Assists in extracting, analysing and tabulating data required for the project.
- Perform other responsibilities and duties that may assigned by the Head of Department.

**Requirements**

- Possess Diploma or Degree in Computer Science or equivalent.
- Possess minimum of three (3) years working experience in IT project implementation.
- Strong analytical skills and advance knowledge in IT project document deliverables, Microsoft Excel & PowerPoint is required.
- Experience in software development is an added advantage.
- Good and effective communication skills, strong organization skills and leadership skills.
- Good understanding and keen interest in healthcare industry.

**Closing Date**

6<sup>th</sup> April 2021

**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://twitter.com/career@IJN)

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