



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

## **JUNIOR EXECUTIVE**

### **HUMAN CAPITAL & ORGANIZATIONAL DEVELOPMENT**

#### **Responsibilities**

- Assist in planning and coordinating Training Need Analysis for IJN yearly training calendar.
- Track the approved training budget for IJN staff to ensure the expenses are within allocated budget according to the respective division.
- Record training expenditure according to the respective division and process the training claim for submission every month.
- Responsible to process training application of local or overseas' training for Nursing Division.
- Coordinate in-house trainings, trainings conducted by IJN College and act as a liaison officer between organizer and the participants.
- Manage HRDF claim process to achieve department's target on the reimbursement to IJN and perform other task assigned by the management.

#### **Requirements**

- Possess Bachelor in Human Resource Management or equivalent qualification.
- Computer literate in Microsoft Office (Excel / Word / PowerPoint).
- At least two (2) years' experience in Organizational Development / Training / Human Resource environment.
- Good interpersonal skills, communication skills (Oral & Written) and a team player.

#### **Closing Date**

20<sup>th</sup> May 2021

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

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