



INSTITUT JANTUNG NEGARA
National Heart Institute

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

SENIOR EXECUTIVE

ORGANIZATION, METHOD & PROCESS IMPROVEMENT DEPARTMENT

Responsibilities

- Assist in facilitating, coordinating and ensure that the joint venture processes run smoothly until the completion of the infrastructure development of the healthcare center.
- Conduct systematic examination of IJN's current structure, procedures and methods that need to be assessed in terms of efficiency in achieving IJN's goal.
- Documenting organization's structure, processes, policies, procedures and method properly after assessment.
- Assist Senior Manager in identifying the processes that are wasteful in terms of time / materials or propose / introduce new systems that are more effective / efficient.
- Assist Senior Manager in reviewing the objectives, strategies and plans that aim to achieve customer satisfaction & efficient use of organization's resources.

Requirements

- Possess Degree or Master in any related field that link with Process Improvement, Policies and Information Management.
- Literate in Information Technology & Information Management Programming.
- Possess good management & administration knowledge. Certified in any Process Improvement or Data Science.
- Possess knowledge on any method / practices & procedures.
- At least three (3) years of working experience in data collection & analysis, process improvement, project management, method and organization system.

Closing Date

12th August 2021

Talent Acquisition Unit
Human Capital & Organizational Development

✉: career@ijn.com.my 🌐: www.ijn.com.my ☎: 03-2617 8200



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