



INSTITUT JANTUNG NEGARA
National Heart Institute

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

EXECUTIVE, TALENT REVIEW & DEVELOPMENT HUMAN CAPITAL & ORGANIZATIONAL DEVELOPMENT

Responsibilities

- Compile Training Needs Analysis (TNA) and development plan for all level of staff.
- Plan and organize various talent development projects and activities.
- Prepare proposal for in-house training on development programmes, and other managerial level courses.
- Administer and coordinate various in-house and external training programs and activities for all level of staff.
- Responsible for the complete training process for Clinician either local or overseas training:
 - a. Justification for training request
 - b. Training budget
 - c. Registration of all participants
 - d. Payments processing
 - e. Travel Arrangement
 - f. Accommodation Arrangement
 - g. Post evaluation of all training attended
- Responsible to handle HRDF claim processing:
 - a. Communication with HRDF contact person.
 - b. Application for Grant.
 - c. Reimbursement process from HRDF to IJN.
 - d. Prepare monthly reporting on HRDF utilization to the Management.
- Employees' Training Claims:
 - a. Verification of training attended of all claims
 - b. Monthly submission to payroll

Requirements

- Degree in Human Resources Management / Computer Science or any related field.
- At least 3 years working experience in Human Capital Management.
- Good knowledge in Human-Capital functions.
- Ability to work with people of different cultures and backgrounds.
- Able to work independently, assertive, practice, self-driven with strong organizational and analytical skills.
- Good computer skills – competent in Microsoft Office.

Closing Date

31st May 2022

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

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

    : career@IJN

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