



INSTITUT JANTUNG NEGARA
National Heart Institute

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

MANAGER (CONTRACT) HOSPITAL SUPPORT DIVISION

Responsibilities

- Support Services day to day operation focusing on service efficiency and optimization, quality and process improvement, risk assessment and development of resources.
- From time to time set goals and guidelines to meet the services needs and establishment of budgets.
- Regular interactions with internal customers and analyse their needs and requirements.
- Development and review of written hospital support services standards and procedures.
- Ensure the hospital support services are in compliance with relevant/applicable legal/authority, quality and safety standards.

Requirements

- Degree / Masters in Engineering / Healthcare Management.
- Minimum 7 years of hands-on working experience in healthcare facility particularly Facilities Engineering and Hospital Support Services.
- Well-versed with Private Healthcare Facilities and Services Act.
- Computer literate.
- Leadership skills.
- Analytical thinking and self-motivated.
- Good oral and written communication skills.

Closing Date

31st January 2023

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

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    : [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.**