



INSTITUT JANTUNG NEGARA
National Heart Institute

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

PROJECT SPECIALIST
PROJECT & PROPERTY DEPARTMENT

Responsibilities

- Plan, implement and review Project & Property Department policies and procedures.
- Responsible for the successful development and implementation of internal and external expansion projects.
- Ensure compliance with all requirement set forth by the organization and relevant authorities.
- Responsible to recommend the required resources that involve financial budgeting, staffing and identification for space requirements as well as the requirements for technology, systems and tools necessary for the staff and hospital that suit the department's function, roles and responsibilities.
- Prepare and present reports to the IJN Management and Board Members.
- Draw up continuous process and quality improvements.

Requirements

- Bachelor in Civil Engineering / Architect or any construction-related field.
- Minimum 15 years working experience with strong practical experience in project management.
- Experience in hospital project is an advantage.
- Non- smoker

Closing Date

19th September 2023

Talent Acquisition Unit
Human Capital & Organizational Development

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    : career@IJN

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