

JOB DESCRIPTION

Position/Job Title	Site Officer (Pegawai Lapangan)
Department	Kedah & Perlis Region/ Penang & Perak Region
Section	Program Inisiatif Pendapatan Rakyat
Job Location	District Office/UPEN/BPEN (Penang/ Perlis/ Kedah/ Perak)
Immediate Superior	District Officer (Primary)/ Assistant Manager/Manager, (Penang/ Perlis/ Kedah/ Perak) State Office (Secondary)

JOB PURPOSE (State the major function/purpose of the job and the result expected of it)

The liaison officer with the District Office and relevant agencies; and as a representative of DO/ Ministry of Economy/ NCIA at district level particularly for IPR programme implementation. Main person in-charge at site to ensure the IPR is being implemented and the objectives are achieved. Secondary role to provide assistance on integration process with NCIA & other agency.

KEY ACCOUNTABILITIES (Provide a brief background of the job (if any) and list 6 – 8 principal accountabilities or key duties and the reasons for performing the responsibilities)

1. Liaison officer with the District Office and relevant agencies; and as a represent to DO/ Ministry of Economy/NCIA at district level particularly for IPR programme implementation.
2. Main person in-charge at site to ensure the IPR programme carried out as per plan:
 - Monitor the progress of programme which includes but not limited to prepare reports on programme implementation at respective site and ensure photographs, contact hours, attendance, module/subject/ event and other requirements are taken for each activity. Verify and sign the documents.
 - Responsible to keep and maintain all records and reports related to the implementation of IPR Programmes at the respective site.
 - Verify all the progress reports and completion report submitted by Service Providers/other agency to ensure all information are captured accurately.
 - Prepare and coordinate activities and update to Jawatankuasa Pelaksanaan IPR
 - Involve in the task's assignment given by DO & EPU tasks related to the implementation IPR.
 - Engage participants of IPR Programmes and understand participants' difficulties or issues during the programme implementation and escalate the issue to Jawatankuasa Pelaksanaan IPR.
3. Perform assist on integration process under Human Capital & High Impact Project.

JOB KNOWLEDGE SPECIFICATION. (minimal prerequisites to perform the job effectively)	
Formal Education (SPM, Diploma, Basic Degree, Specific Degree etc)	<ul style="list-style-type: none"> A minimum Degree from a recognised university in the field of Education, Business Administration, Social Science and/or related fields.
Experience (Total years of experience, type of experience, critical areas of knowledge)	<ul style="list-style-type: none"> Minimum 1 year working experience in the field of business administration or marketing communication or education or management.
Special Requirements (Professional Qualification, Certification, Licences requirements)	N/A

COMPETENCIES (Skills and abilities required to perform the job competently)
<ul style="list-style-type: none"> A down-to-earth team-player with the ability to work under pressure with nominal supervision and direction, good communicator, able to solve problems, passion for perfection, patient yet persistent and possess an analytical mind. Diplomatic and able to adjust accordingly to the level of audience at hand. Ability to lead and work as a team. Possess B/ D-class driving license and have access to a car. Willing to do extensive traveling to fulfil the needs of managing the programme.