

VACANCY NOTICE

POSITION	CENTRE MANAGER (TVET)
LOCATION	KUALA LUMPUR / JOHOR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB PURPOSE

The TVET Centre Manager (JPK) plays a crucial role in the success of an organization in the field of TVET (Technical and Vocational Education and Training) especially Malaysia Skill Certificate (Sijil Kemahiran Malaysia). These professionals generate new sales leads, negotiate client pricing, and forecast sales revenue, all to support one of the most important business development manager responsibilities — helping organizations maximize their profits.

AREAS OF RESPONSIBILITIES

- Manage, monitor and regulate Meridian Saito College (MSC) TVET centre under Jabatan Pembangunan Kemahiran (JPK) accreditation of SKM SLPAB or PPT, ensuring a smooth operations and compliance.
- Propose and develop a new JPK programmes such as SLDN or other new programs for new revenue generation.
- A liaison person for JPK and PTPK or other related agencies.
- Responsible in complying with any conditions, rules and instructions of JPK related to SKM.
- Responsible in complying with any conditions, rules and instructions of PTPK related to student funding or loan, or other agencies.
- Ensure all of the programmes offered meet the latest NOSS requirements.
- Ensure all PP and PPD are complying with the JPK requirements and ratio PP to students for each batch intake are 1:25.
- Ensure the records of accreditation personnel are always update in MYSPIKE.

Sales / Marketing Activities

- Conduct market surveys and research to gather materials of competitive companies in the education industry.
- Ensure the offered fees are accurate, updated and disseminate to sales team.

Others

- Oversees the implementation of the MSC QP related to TVET, maintains necessary records, and submits necessary reports for its duration.
- Undertake any other duties that may be assigned from time to time.

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JOB SPECIFICATION

MINIMUM ACADEMIC / PROFESSIONAL QUALIFICATION

- 1) Minimum Diploma Kemahiran Malaysia (DKM) or Bachelor Degree in relevant field and;
- 2) Pengurus Pusat Bertauliah (PPB) / Pegawai Pengesah Dalaman (PPD) / Pegawai Penilai (PP) Induction Certificate from JPK, and/ or;
- 3) Certificate of Vocational Training Executive (VTE) or Vocational Training Manager (VTM) from JPK

RELATED EXPERIENCE

At least six (6) years of working experience in the field of TVET of which 3 years in managerial role or a Diploma with ten (10) years' experience of which 5 years in managerial.

COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)

- Possess a good command of written and spoken in English and Bahasa Malaysia.
- Knowledge of and skills in using computer software e.g. Microsoft software applications
- Creative, resourceful, independent and result oriented
- Possess good planning, coordinating, presentation and time management skills
- Knowledge of tertiary programmes / courses counselling techniques

COMPETENCIES (BEHAVIOURAL)

- Ability to cope with pressure
- Has a strong sense of responsibility
- Willing to work beyond normal working hours
- Good team player and flexible
- Warm and pleasant personality
- Pro-active, mature and emotionally stable
- Professional appearances and good working attitude
- Strong relationship with schools and JPK institutions

OTHERS

- Possess own transport