

Appointment of Junior Office Assistant at ANRPC Secretariat



The Association of Natural Rubber Producing Countries (ANRPC) invites application from suitable candidates for filling up a vacant post of Junior Office Assistant at its Secretariat in Kuala Lumpur. The selected candidate is likely to be granted permanent term of service on satisfactory completion of probation for one year.

Qualifications and Experience

Citizens of any member country of ANRPC (Bangladesh, Cambodia, China, India, Indonesia, Malaysia, Myanmar, Papua New Guinea, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam) who are residents in Malaysia and meeting the following qualifications and requirements:

- i. At least a pass in SPM (Sijil Pelajaran Malaysia) with overall “B Plus” grade or above or its equivalent.
- ii. A diploma or equivalent qualification in English language or other credentials authenticating skills in drafting and noting in English.
- iii. A diploma or equivalent qualification in computer applications or other credentials authenticating skills in computer applications including MS-Office.
- iv. At least two years of experience in clerical and secretarial jobs.

Candidates having any of the following qualifications or experience, in addition to the above, will be given preference:

- i. Experience in working with international organizations or in servicing meetings, events and gatherings involving international participants.
- ii. Experience in working as personal secretary to senior officials or top executives.
- iii. Experience in undertaking IT-enabled office functions.
- iv. Diploma or higher qualifications in administration, secretarial practices, or accounting.

Only the candidates who are born on or after December 1, 1971, will be considered. Any qualification or experience will be considered only if supported by valid documents.

Job Description

1. Assist the Secretary-General in undertaking his/her functions.
2. Be in charge of the Secretariat's reception, which includes attending to telephone calls/fax messages and receiving incoming posts and e-mails.
3. Submit communications and documents to staff members concerned.
4. Dispatch letters from the Secretariat and maintain their records properly.
5. Be in charge of purchasing stamps and maintaining daily accounts of postage expenses.
6. Undertake clerical jobs, including word processing and data entry works.
7. Assist in servicing ANRPC meetings.
8. Produce copies of working papers, reports and other documents relating to meetings.
9. Make necessary arrangements for staff meetings and prepare draft report of each meeting.
10. Keep office records and files in proper order.
11. Maintain the Documentation Centre in the Secretariat in proper order.
12. Assist in subscribing to periodicals and purchasing publications.
13. Be in charge of Secretariat's housekeeping by liaising with relevant service providers and LGM Properties.
14. Assist Economist and Senior Economist in discharging their duties.
15. To undertake any other duties assigned by the Secretary-General, Senior Economist and Economist from time to time.

Remuneration and Entitlements

The basic salary will be decided by fixing the point of entry in the following scale based on the candidate's qualifications and experience:

RM 2045 2187 2295 2404 2528 2681 2834 2987 3139 3292
3445 3598 3750 3903 4056 4209 4361 4514 4667 4820

The following allowances and benefits are entitled in addition to the basic salary:

- Employer's contribution to EPF at the rate of 15%
- Housing allowance at RM 700 per month
- Cost of Living Allowance (COLA) at RM 700 per month
- Fixed Service Allowance at RM 390 per month
- Utilities allowance at RM 200 per month
- Telephone allowance at RM 70 per month
- Medical reimbursement for self and dependents
- Annual leave for 30 days
- Mobile device subsidy at the rate of RM 500 once in 2 years
- Retirement bonus up to 10 times last drawn salary

Application

The interested candidates who are meeting the prescribed qualifications and requirements may send their *curriculum vitae*, along with copies supporting the qualification and experience, preferably by e-mail, to receive at the following address latest by **November 12, 2021 (Friday)**:

Secretary-General
Association of Natural Rubber Producing Countries (ANRPC)
Level 7, Bangunan Getah Asli (Menara)
148 Jalan Ampang, 50450 Kuala Lumpur, Malaysia
Email: anrpc.secretariat@gmail.com
Fax: + 60 3 2161 3014

Selection Procedure

The short-listed candidates will be called for a short written test and in-person interview, to held at the ANRPC Secretariat in Kuala Lumpur, tentatively by the end of November 2021. The selected candidate is expected to join duty at the ANRPC Secretariat in December 2021.

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