

Appointment of Senior Office Assistant cum Research Assistant



The Association of Natural Rubber Producing Countries (ANRPC) invites application from suitable candidates for filling up a vacant post of Senior Office Assistant cum Research 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 diploma in accounting after the SPM (Sijil Pelajaran Malaysia) or its equivalent.
- ii. At least five years of experience in accounting, financial management, banking, budgeting, preparation of financial statement, liaison with auditors, and financial correspondence by working with an organization or firm.
- iii. A diploma or equivalent qualification in computer applications or other credentials authenticating skills in computer applications including IT-enabled accounting and financial management.
- iv. A diploma or equivalent qualification in English language or other credentials authenticating skills in financial correspondence in English.

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

- i. Graduation in accountancy or finance
- ii. Longer years of experience in accounting, financial management, banking, budgeting, preparation of financial statement, liaison with auditors, and financial correspondence in English.
- iii. Experience in dealing with payments towards EPF, SOCSO, and Income Tax of staff members of an organization or firm.
- iv. Experience in working with international organizations or in servicing meetings, events and gatherings involving international participants.

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. Render assistance in making the Association's payments towards staff salary, allowances, EPF, group insurance, social security savings deposit, service charges, purchase of stationary, maintenance of Secretariat and equipment, and all other establishment costs.
2. Assist in all matters relating to the Association's bank accounts and transactions.
3. Assist Member Governments for remitting contributions to ANRPC's budget.
4. Maintain all records of financial accounts of the Secretariat.
5. Assist in procuring stationary and maintaining Association's equipment for proper functioning of the Secretariat.
6. Assist in preparing Association's draft annual budget, draft audited statement of accounts and quarterly financial statements.
7. Prepare statement of financial position of the Association whenever required.
8. Be in charge of Association's car used by Secretary-General by maintaining log-book, arranging maintenance, and making payment for fuel, insurance premium.
9. Be in charge of renting-in apartment/villa for the Secretary-General's stay, including payment of monthly rent and all related financial matters thereon.
10. Maintain proper records of all assets of the ANRPC.
11. Assist in compiling data required for statistical publications and in compiling statement on price for posting at the website.
12. Liaise with Immigration Department, Ministry of Foreign Affairs and Ministry of Plantation Industries and Commodities in Malaysia for providing visa and ID card to Secretariat staff.
13. Ensure surrender of ID card when a staff leaves from the service of the Secretariat, subject to relevant decision by the Executive Committee.
14. Liaise with EPF office and other government offices, organizations and relevant service providers on matters relating to his/her duties.
15. Maintain Secretariat's attendance register.
16. Maintain personnel records including those of leave account, over-time duty, salary increments, EPF and related documents.
17. Monitor telephone/fax bills subscribed by the Secretariat and report irregularity, if any.
18. Be responsible for proper filing of office records.
19. Be responsible for keeping confidential and personal files.
20. Keep records of all incoming and outgoing posts and mails to/from the Secretariat.
21. Render assistance in preparing for and servicing of ANRPC meetings.
22. Be in charge of PA system in the Secretariat's conference room and audio recording of meetings.
23. Undertake any other duties assigned by the Secretary-General, Senior Economist or Economist.

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 3082 3257 3363 3472 3675 3879 4082 4313 4517 4720
4924 5127 5331 5535 5738 5942 6145 6349 6552 6756

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 410 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 an in-person interview, to held at the ANRPC Secretariat in Kuala Lumpur, tentatively in the last week of November 2021. The selected candidate is expected to join duty at the ANRPC Secretariat in December 2021.

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