

POSITION	Executive / Senior Executive
DEPARTMENT	Social Entrepreneurship
DIVISION	Training
RESUME SUBMISSION	hr@insken.gov.my

POSITION OVERVIEW

As a part of Social Entrepreneurship department, you will play a pivotal role in evaluating and accrediting companies engaged in social entrepreneurship. Your responsibilities will encompass conducting thorough assessments, gathering information, preparing comprehensive reports and making recommendations for the applications. Additionally, you will engage with various stakeholders to facilitate the accreditation process and support the growth of accredited companies.

JOB DESCRIPTION

- **ENGAGEMENT:**
Initiate contact with companies applying for accreditation to gather detailed information about their initiatives, goals, and impact.
- **ASSESSMENT AND DOCUMENTATION:**
Conduct in-depth assessments of each applicant, examining their business model, social impact, financial sustainability, and adherence to standards. Prepare concise and comprehensive reports summarizing your findings.
- **PROVIDE RECOMMENDATION:**
Based on the assessments, formulate recommendations regarding whether to accredit the company or not. Consider factors such as alignment with guideline set by the ministry, and potential for positive social change.

- **STAKEHOLDER COMMUNICATION:**
Maintain clear and effective communication with various stakeholders, including applicants, accreditation committees, and relevant organizations. Provide briefings on the accreditation process and requirements.
- **BUSINESS DEVELOPMENT PLANNING:**
Identifying growth opportunities, improving social impact, and enhancing overall business sustainability of the applicants.
- **PROGRAM COORDINATION:**
Support the Manager and / or Director in the planning and implementation of program activities.
- Perform special tasks, ad-hoc responsibilities, and other duties as assigned from time to time.

REQUIRED SKILLS AND EXPERIENCE

- Hold a degree and possess at least 2 years of experience in enhancing the business capabilities of informal, micro, and small enterprises.
- Demonstrates a deep comprehension of social entrepreneurship principles and practices.
- Exhibits outstanding research and analytical abilities.
- Displays exceptional written and verbal communication proficiencies.
- Capable of delivering results efficiently even under strict deadlines and in high-pressure situations.
- Shows a high level of self-initiative, adaptability, and creativity.
- Collaborates effectively both within a small team and independently, requiring minimal supervision.
- Previous experience in financial analysis, business development or strategic planning is considered advantageous.