

POSITION	Executive
DIVISION	Programme
RESUME SUBMISSION	<a href="mailto:hr@insken.gov.my">hr@insken.gov.my</a>

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### JOB DESCRIPTION

- Assist the Manager/Director on planning and execution of INSKEN's Training and Coaching Programmes such as INSKEN's Business Training and Business Coaching Programmes.
- Liaise with external training service providers/coaches/industry players/ collaborative partners on programme preparation/planning.
- Liaise with internal support teams - the Corporate Services and Marketing for programme promotion and management.
- Develop and maintain positive working relationships with INSKEN's strategic partners /Ministry nationwide on relevant programmes and activities to promote INSKEN's initiatives from time to time.
- Prepare, analyse feedback /evaluation report on programmes executed by INSKEN and provide information on a monthly basis and as and when required.
- Monitor and manage programme budgets with support from the Training or Coaching Manager/Director and Finance's team.
- Filing and documenting all supporting materials/paperwork for each respective programme/project and to ensure all documentations are SOP complied.
- Undertake special assignments, ad-hoc functions and related duties as and when assigned.

## REQUIRED SKILLS AND EXPERIENCE

- A degree holder with a minimum of 2 years' experience in entrepreneurship/ MSME capacity development programmes
- Hands-on experience in managing programme and event management
- Experience working in one or more of the following areas is an asset: business skills training, business coaching and mentoring
- Strong organisational skills and attention to detail
- Excellent communication and interpersonal skills
- Excellent report writing and presentation skills
- Ability to work under tight deadlines
- High degree of problem-solving skill, flexible and creative skill
- Ability to work well within team internally and externally and able to work independently with minimal supervision
- Prepared to work long hours, under pressure and within tight deadlines