UMK BUSINESS VENTURES SDN. BHD.  
(formerly known as UKSB Venture Sdn. Bhd.)  
(Co. No. 904152-D)  
(wholly-owned by Universiti Malaysia Kelantan)  

JOB ADVERTISEMENT

UMK Business Ventures Sdn. Bhd is a wholly-owned company of Universiti Malaysia Kelantan (UMK), an innovative entrepreneurial public higher learning institution in Malaysia. The company aims to be a leading enterprise with the agenda to provide professional consultancy projects, commercialization activities for the university and developing human capital through lifelong learning programmes. The Company is currently seeking for highly motivated, team player, dynamic, and high integrity human resources to join our Company.

1. CHIEF EXECUTIVE OFFICER (CEO) (1 position)

**Education**
- Possess a good Bachelor Degree in Accounting or Business Administration or Economics or Management or any relevant field(s) from higher learning institution or equivalent qualification from any well-recognised University(s).
- Possess a good Master of Business Administration (MBA) or postgraduate studies in management or PhD in any relevant field from recognised University is a great advantage.

**Experiences**
- Must have at least 10 years working experience in top management level as CEO, GM, MD, COO or Executive Director or senior management positions from corporate/private or government-link companies (GLC) sectors.
- Candidate who possesses experience in managing university corporate entity is an added advantage.
- Proven good track record in leading business organisation into a profitable entity.

**Attributes**
- Strong understanding of higher education/academic and corporate training, consultancy, business and commercialization activities.
- Strong leadership quality and management skills with high level of confidence, independent and ability to command and control all levels of workforce and business operation for profit organizations.
- Excellent command in both English and Bahasa Melayu. Fluency in other foreign languages is an added advantage.
- Strong and wide industries and government networking both at national and international levels.
- High level of work discipline, aggressiveness, trustworthiness, integrity and honesty.

**Duties and Responsibilities**
- Strong ability to set direction, strategic plan and KPIs for the company.
- Responsible to the Board of Directors to regularly report on the progress, business and financial performance and business direction of the Company.
• To head and ensure the Management Committee of the Company to be effectively functional and meet regularly to review the daily business operation and performance of the Company.
• To head the Special Management Committee of the Company and ensure effective review the staff performance appraisal and manpower requirements of the Company on regular and/or annual basis.
• To ensure the day to day business operation of the Company and its group businesses be carried in accordance to the best practice of corporate governance, policy and procedures and highest standard of integrity and honesty.
• To ensure regular monitoring of the Company and the Group business performance.
• To perform any other duties and responsibilities as required by the Board of Directors.

2. FINANCE EXECUTIVE/ACCOUNTANT (1 position)

Requirement
• A recognized Degree in Accountancy from local or recognized overseas higher learning institutions or its equivalent with at least five (5) years relevant working experience in managing Finance Department in the private/corporate sector and/or audit firm / Government–Link Companies (GLC).
• Candidate with professional qualification (ACCA, UK, CPA Australia, MACPA Malaysia, CA(M)) is a great advantage and preferable.
• Working experience in the management of account and finance for higher education sector is an added advantage.
• Member of Malaysian Institute of Accountant (MIA).
• Strong knowledge in accounting system software.
• Excellent command of spoken, listening and written English.
• Knowledge of Mandarin or other foreign languages will be an added advantage.
• Strong interpersonal and communication skills and possess good negotiation skills.
• Must be well disciplined, a team player, result oriented, highly self-motivated, good personal character and able to meet deadline.
• Able to coach subordinates, work independently and to work under pressure / stress tolerance.
• Ability to mix with people from different background and origin /nationality.
• Malaysian citizen aged between 35 years and 45 years on the closing of the advertisement.

3. EXECUTIVE, BUSINESS DEVELOPMENT & INVESTMENT (1 position)

Requirement
• Possess at least a good Bachelor Degree in Business Administration / Economics / Management / Finance / Accounting or any relevant field(s) from higher learning institution or equivalent qualification from any well-recognised University(s).
• Candidate with a Master of Business Administration (MBA) or postgraduate studies in management in any relevant field from recognised University are a great advantage.
• At least 3-5 years’ experience in a similar position.
• Strong leadership quality and management skills with high level of confidence, independent and ability to command and control all levels of workforce and business operation.
• Strong business experience and understanding on corporate and business planning, consultancy and commercialization activities.
• Ability to develop and analyse cash flow projection.
• Strong ability to develop, analyse business, project proposals and to conduct business risk analysis.
• Strong marketing, interpersonal communication and presentation skills.
• Knowledge and experience in higher education industry is an advantage.
• Excellent command of spoken, listening and written English. Fluency in Mandarin or other foreign languages is an added advantage.
• Must be a team player, result oriented and able to meet deadline.
• Able to work independently and stress tolerance.
• Malaysian citizen aged between 38 years and 45 years on the closing of the advertisement.
• Knowledge in identification of business potentials and conduct due diligence.
• Strong and wide industries and governments networking both at national and international levels.
• High level of work discipline, aggressiveness, trustworthiness, integrity and honesty.
• Ability to lead and / or develop strategic plan and business KPIs.

Interested candidates may submit their detailed CV stating their current and expected salaries, photocopies of relevant academic / qualification certificates, contact number with a recent non-returnable passport size photograph not later than 8 March 2015 to the following address:

CHAIRMAN
UMK BUSINESS VENTURES SDN. BHD.
8th Floor Wisma TCH
Jalan Pengkalan Chepa
15400 Kota Bharu
KELANTAN
Fax: 09-7474941

[ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED]