



## **JOB VACANCY**

The **ENVIRONMENTAL ACTION CENTRE SABAH (EAC)**, a joint partnership between the State Government of Sabah and the people, is looking for suitable candidates to fill the following positions on a 3 years contract basis:

### **ADMINISTRATIVE OFFICER (1 Position)**

#### ***Responsibility:***

- (i) To manage staff and office administration of EAC.
- (ii) To evaluate project proposals received and submit recommendations to the EAC Management Group.
- (iii) To attend and record minutes of meetings of EAC Management Group and EAC Steering Committee.
- (iv) To co-ordinate activities of EAC.
- (v) To prepare working papers for meetings of EAC Management Group and EAC Steering Committee.
- (vi) To prepare periodic progress reports of all EAC programs and projects for submission to the EAC Management Group.
- (vii) To maintain and update EAC Website.
- (viii) To prepare EAC Newsletters.
- (ix) Any other duties as directed from time to time.

#### ***Qualification and Experience:***

- (i) Holds relevant Degree (or Diploma with relevant experience).
- (ii) Age 25 – 45 years.
- (iii) Possesses the following experience and skills:
  - Good knowledge on environment.
  - Able to speak and write competently both in Bahasa Malaysia and English.
  - Experience in project planning, documentation, monitoring and reporting.
  - Strong leadership qualities with good secretarial, administrative, organisational and communication skills.
  - Result oriented, organised and able to meet tight deadlines or work under tight schedules and possesses team-working spirit.
  - Able to work with minimum supervision, lead a team and work as part of a team.
  - Experience in working with NGOs, schools, public and private institutions.
  - Computer literate.
- (iv) Possess own transport.

#### ***Remuneration:***

Gross salary is RM1,800.00 – RM3,500.00. Higher basic salary will be considered based on applicant's qualification and experience.

Interested candidates are invited to submit comprehensive resume, address and telephone contact, a recent photograph and expected salary to reach the following address by **02 June 2010**.

**Chairman  
EAC Management Committee  
Environmental Action Centre Sabah  
c/o Environment Protection Department  
Locked Bag 2078  
88999 Kota Kinabalu, SABAH.**

Only selected candidates will be called for an interview.