

Unlock New Avenues for Career Growth

Senior Executive / Assistant Manager - Strategic Engagement

The successful candidate will assist the Head of the Strategic Engagement department in 2 main areas – scholar management and stakeholder engagement. MICPA conducts a professional accountancy programme jointly with Chartered Accountants Australia and New Zealand (CA ANZ) to enable candidates to qualify as Certified Public Accountants and Chartered Accountants. In line with the Government's objectives of increasing the number of professionally-qualified accountants for the development of the nation, we work with funders to create more opportunities for deserving candidates to pursue the MICPA x CA ANZ Qualifying Programme which leads to the dual professional titles. We also work closely with employers who play an important role in training our professionals and preparing them to contribute to nation-building.

Duties and responsibilities will include:

- Development of sponsorship proposals
- Prepare and coordinate agreements with stakeholders and scholars
- Assess and coordinate sponsorship applications
- Coordinate interviews and assessments for the recruitment and selection of scholars
- Liaison and regular communication with funders, scholars and employers
- Manage and maintain database of scholars and stakeholders
- Data analysis and reporting
- Manage and administer scholars' communications and curriculum development
- Provide counselling to scholars whenever necessary
- Coordinate promotional activities for scholar recruitment
- Responsible for all activities relating to scholars and sponsored candidates
- Coordinate engagement activities with scholars and employers
- Manage billing, invoicing and funds

Requirements:

- Degree holder
- Minimum 2 years of work experience in a related or relevant field
- People-person
- Attention to detail
- Strong problem-solver, resourceful
- Able to work independently



To apply, send your CV to
micpa@micpa.com.my



@theMICPA
micpa.com.my