

# Discover the Impact You Could Make with Us!

Join Malaysia's homegrown professional accountancy body to make an impact on the accounting profession globally.

## HEAD, EDUCATION

You will report to the Chief Executive Officer of the Institute. Your duties and responsibilities will include:

- Acting as Secretary to the Education & Training Committee of the Institute;
- Coordinate the development and implementation of the Institute's education curriculum;
- Support the management and administration of the students communications;
- Co-ordinate and administer tuition classes, orientation and education related activities;
- Coordinate and ensure adequate administrative support for academic assessment and University accreditation processes;
- Planning, implementing and monitoring of all education related projects;
- Coordinate of research in areas relating to accountancy education and practice and other relevant disciplines;
- Support in the planning and co-ordinating the research projects commissioned by the MICPA Education Trust Fund;
- Undertake any other duties which may be assigned to you from time to time by the Chief Executive Officer.

Desired skillsets, attributes and qualities:

- Demonstrated interest in accountancy educational work
- Consultative team leader and collaborator with ability to work independently. Experienced in managing a team.
- Excellent written, verbal and presentation skills in English
- Effective communication skills in English
- Strong knowledge and active interest in accountancy educational work
- Proven planning, organisational and management skills