

Discover the Impact You Could Make with Us!

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

ASSISTANT MANAGER, EDUCATION

You will report to the Head of Education of the Institute. Your duties and responsibilities will include:

- 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;
- Support in the 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 management of the Secretariat.

Desired skillsets, attributes and qualities:

- Demonstrated interest in accountancy educational work
- Consultative team member and collaborator with ability to work independently.
- 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