



Leadership Institute of Sarawak Civil Service

Leadership Institute of Sarawak Civil Service, a wholly-owned subsidiary of Yayasan Sarawak, is a training arm of the State Government. We collaborate with world-class learning institutions and renowned resource persons to design and develop leadership programs and relevant learning solutions for the Sarawak Civil Service (SCS).

We are currently looking for candidates for the following position to join our team in producing Highly Competent and Talented Civil Servants, Capable of Delivering Quality Service as **Chief Executive Officer**.

Key Responsibilities:

1. To report directly to the Chairman and Board of Directors of the Institute;
2. To plan, implement and manage Leadership Institute's operations in line with the vision and aspirations of the State Civil Service.
3. To propose to the Board of Directors the directions and ideas in making Leadership Institute as the centre for excellence and the attainment of Leadership Institute's objectives;
4. To update regularly the Institute's Chairman and Board of Directors on Leadership Institute, activities, program and progress;
5. To design and implement Training Needs Analysis, Training Evaluation and Human Resource Development Training Policy and Core Programs in accordance to the needs and requirements of the Human Resource Management (HRM) of Premier's Department;
6. To liaise with the Human Resource Development Management Unit (HRDM) of the Premier's Department regularly or any others State Department or Agency to ensure that training packages/products are aligned to the needs of the State Civil Service;
7. To develop internal expertise to meet Leadership Institute's needs for competent trainers and facilitators;
8. To oversee the daily operations and review the performance of Leadership Institute to ensure that the Institute continues to operate effectively;
9. Any other duties or responsibilities as may be directed by the Chairman from time to time.

Qualifications:

1. Candidate must possess at least Master's Degree / Equivalent qualification in any related field in training and development.
2. Minimum of 15 years of experience in managerial level.
3. Having experiences in designing and implementing training and development programs in various industries and organizing training activities in a corporate environment are added advantages.

Core Competencies:

1. Analytical skills: Able to evaluate the success of the organization in reaching its goals and ensure that each strategic goal is measurable.
2. Innovative skills: Able to create a culture of learning to help enhance and grow the skills and abilities of employees.
3. Critical thinking skills: Able to form good relationships with other leaders and get significant input from the organization so that there is little pushback regarding strategic decisions and directions.
4. Leadership skills: Able to demonstrate the leadership necessary to make the organization's mission a success which includes providing vision, direction, attracting followers and all other aspects of successful leadership.
5. Excellent verbal and written communication skills.
6. Strong presentation skills.
7. In-depth understanding of traditional and modern training methods (including workshops, simulations, e-learning and coaching).
8. Ability to evaluate and research training options and alternatives.
9. Ability to design and implement effective training and development.

Salary will commensurate with experiences.

Qualified candidates are invited to submit their resumes to **hr@yayasansarawak.org.my** with passport-sized photograph and relevant certificates to the following email address by **23 November 2022**.

Only shortlisted candidates will be notified.