



The Institute of Internal Auditors Malaysia

We are a non-profit professional organisation dedicated to the advancement and development of the internal audit profession in Malaysia. Established in 1977 as a Chapter of Global Institute of Internal Auditors, USA, we are recognised for championing and advocating governance, risk management and controls. To support the growing business and membership, we invite results-driven individuals to join us as:

EXECUTIVE, CERTIFICATION

(Based in Menara Bangkok Bank @ Berjaya Central Park, Jalan Ampang, Kuala Lumpur)

JOB RESPONSIBILITIES

- Assist in developing plan for certification and academic relation activities for the year
- Process new exam application which includes follow up calls for incomplete application forms, data entry of new members, prepare and print the Statement of Eligibility; EPF letter and other necessary documents to be furnished to new candidates
- Update candidates' results and monthly statistic upon receipt of the result from IIA Global
- Handle and response to enquiries from candidates either via email, telephone or walk in
- Assist with the issuance for reminder to encourage candidates to sit for exam.
- Assist in organising and managing meetings, projects, activities and events such as networking
- Assist in the liaison with graduates, hotel and related vendor for Graduation Ceremony
- Assist in conducting preview for public workshops and promote IIA certification.
- Work closely with universities to create awareness in Internal Audit.
- Participate in ad hoc projects such as Conferences, Annual Dinner, Awards Presentations, Launches, etc.

WORK EXPERIENCE REQUIREMENTS & EDUCATION REQUIREMENTS:

- A recognized diploma/degree in Business Administration or relevant qualification
- Preferably with 2 years relevant working experience
- Good interpersonal and communication skills (written and spoken)
- Self-motivated and able to work independently
- Computer literate (MS Word, Excel, Powerpoint)
- Applicants should be Malaysian citizens or hold relevant residence status
- Possess own transport

**Interested candidates are invited to submit resume to the following address before
28 December 2018 or email to recruitment@iam.com.my:**

**Executive Director
The Institute of Internal Auditors Malaysia
1-17-07, Menara Bangkok Bank, Berjaya Central Park
105 Jalan Ampang, 50450, Kuala Lumpur**