



**IKLAN JAWATAN KOSONG
PEGAWAI CONTRACT FOR SERVICE DI
JABATAN PERHUTANAN SEMENANJUNG MALAYSIA**

Jabatan ini mempelawa warganegara Malaysia yang berkelayakan bagi mengisi jawatan secara *Contract for Service* (CFS) bagi mengisi kekosongan jawatan dibawah Projek *Sustainable Management of Peatland Ecosystem in Malaysia* (SMPEM). Kekosongan jawatan adalah seperti berikut:-

Bil	Jawatan	Kekosongan
1.	<i>Project Administration and Technical Officer</i>	1
2.	<i>State Project Technical Officer</i>	1
3.	<i>State Project Admin/Finance Officer</i>	1

Syarat-syarat permohonan: Seperti di **Lampiran A**

CARA MEMOHON:

- Calon yang berminat untuk memohon jawatan tersebut perlu mengemukakan dokumen seperti berikut:
 - i. Borang permohonan jawatan
 - ii. *Curriculum Vitae/Resume*
 - iii. Salinan sijil PMR/SPM/STPM/DIPLOMA/IJAZAH atau kelayakan yang diiktiraf setaraf dengannya oleh Kerajaan.

TARIKH TUTUP PERMOHONAN

- Tarikh tutup permohonan adalah pada **15 JANUARI 2023**

Semua permohonan yang lengkap diisi beserta dokumen yang diperlukan hendaklah dikemukakan kepada:

Pejabat Pengurusan Projek Kebangsaan (NPMO)
Sustainable Management of Peatland Ecosystem in Malaysia (SMPEM)
Bahagian Pengurusan Hutan
Jabatan Perhutanan Semenanjung Malaysia
Jalan Sultan Salahuddin
50660 Kuala Lumpur

Secara emel kepada Puan Siti Aishah binti Abdul Wahab di alamat **aishah@forestry.gov.my**

Hanya pemohon yang layak dan disenarai pendek sahaja akan dipanggil menghadiri temuduga. Permohonan adalah dianggap **TIDAK BERJAYA** sekiranya pemohon tidak menerima sebarang panggilan ke temu duga dalam tempoh satu (1) bulan daripada tarikh tutup iklan. Segala perbelanjaan menghadiri temu duga adalah ditanggung sepenuhnya oleh pemohon.

MUAT TURUN BORANG PERMOHONAN

Sila *scan* kod QR dibawah:



KEPUTUSAN

Keputusan temu duga hanya akan dimaklumkan kepada pemohon yang berjaya sahaja. Keputusan pelantikan secara rasmi akan dimaklumkan setelah mendapat perakuan pelantikan daripada Jabatan Perhutanan Semenanjung Malaysia (JPSM).

PERTANYAAN

Sekiranya terdapat sebarang pertanyaan, boleh menghubungi **Seksyen Pengurusan Hutan Tanah lembap, Bahagian Pengurusan Hutan** di talian **03-2616 4488**.

TARIKH IKLAN DISIARKAN : 4 JANUARI 2023

**TERMS OF REFERENCE FOR FOUR CONTRACT STAFFS AT
NATIONAL PROJECT MANAGEMENT OFFICE (NPMO)**

1. Project Administration and Technical Officer

Job Title	:	Project Administration and Technical Officer (PATO)
No. of Vacant	:	One (1)
Estimated monthly salary	:	RM4,995.05
Duration	:	Aligned to Project duration
Recruitment	:	National
Contract:	:	One-year contract, with three months' probation period, renewable based on agreed performance targets and deliverables
Reports to	:	Project Director, Project Manager, National Project Coordinator and Under Secretary of Biodiversity Management and Forestry, Kementerian Sumber Asli, Alam Sekitar dan Perubahan Iklim
Location	:	Federal Territory of Putrajaya

Purpose

The Project Administration and Technical Officer (PATO) would coordinate Project management at Federal level and ensure that implementation is realised in accordance with the grant conditions and based on the Project appraisal report. She/he needs to ensure effective and timely implementation of the Project at Federal and State levels, with special attention to providing overall inter-ministerial coordination and facilitation at various levels. Under the direction and supervision of the PM, PATO would coordinate the Federal and State project staff and service providers to ensure that the strategic outcomes of the Project are achieved and implemented in a timely manner that represents the views of key stakeholders.

General scope of the job

The PATO would be contracted by the agency hosting the NPMO to prepare and oversee the administration, management, technical implementation and monitoring of the project at Federal and State levels. PATO would work closely with and be responsible to the PM as well as with the Federal and State government counterparts.

Main Responsibilities and Duties

To achieve the outputs mentioned above, the PATO would:

- a) Establish appropriate reporting procedures to ensure that the NPMO and especially the PD are regularly informed of on-going project activities both at Federal and State levels;
- b) Establish administrative policies, formats and procedures, including those on servicing contract, budgeting, accounting and auditing;
- c) Ensure that administrative and technical directives and guidelines of the SMPPEM are reflected in all Project activity;
- d) Assist in facilitating and supervising tender awards and performance assessment procedures on servicing contract;
- e) Communicate to all implementing partner institutions, service providers and recipients of grants on their financial and administrative responsibilities, the requirements of reporting and record keeping in accordance with prevailing government practices which are acceptable to GoM and IFAD;
- f) Maintain all administrative and technical records in a form appropriate for regular auditing (at least once a year);
- g) Ensure that all project funds are used in accordance with the conditions of the grant agreements, with due attention to economy and efficiency, and only for the purposes for which the funds were provided;
- h) Ensure that counterpart funds have been provided and used in accordance with the conditions of the grant agreements, with due attention to economy and efficiency, and only for the purposes for which they were provided;
- i) Ensure that all necessary supporting documents, records and files are kept in respect of all project activities, with clear linkages between the compilations of documents and the records presented to the financiers;
- j) Follow up on all project funds released to implementing partners for timely and proper utilization;
- k) Prepare administration, management, implementation and technical information in the form of monthly, quarterly, semi-annual and annual reports;
- l) Assist project manager in liaising with, Governmental departments and agencies both at Federal and State levels; and
- m) Carry out any other activities that are assigned by the Project Manager and National Coordinator.

Minimum Qualifications

The candidate should have a Bachelor's degree in Forestry or equivalent and must have adequate experience in basic administration field.

Skills and Experience

- a) At least five years of relevant work experience in forest management and administration;
 - b) Experience in administration, management, technical implementation and monitoring of the project at Federal and State levels;
 - c) Knowledge of work planning, budgeting and reporting;
 - d) Excellent technical and analytical skills;
 - e) Computer-literate including accounting packages and well versed in the use of Excel, Word and basic data base set-ups;
 - f) Familiar with government administrative procedures;
 - g) knowledge of peatland and forest management in Malaysia;
 - h) Ability to develop and foster external organizational relationships and applied representation skills;
 - i) Knowledge of Indigenous People's (IP) culture;
 - j) Good communication skill and ability to plan in order to meet deadlines;
- Excellent in both written and spoken English language and Bahasa Malaysia

TERMS OF REFERENCE FOR CONTRACT STAFFS AT STATE PROJECT MANAGEMENT OFFICES (SPMOs)

1. State Project Technical Officer

Job Title	:	State Project Technical Officer (SPTO)
No. of Vacant	:	One (1)
Estimated monthly salary	:	RM4,995.05
Duration	:	Aligned to Project duration
Recruitment	:	Respective State Governments
Contract:	:	One-year contract, with three months' probation period, renewable based on agreed performance targets and deliverables
Reports to	:	Project Manager, State Project Coordinator (to be finalised by States)
Location	:	Pahang

Purpose

The SPTO would coordinate Project management at state level and ensure that implementation is realised in accordance with the grant conditions and based on the Project appraisal report. She/he needs to ensure effective and timely implementation of the Project in the state, with special attention to providing overall inter-ministerial coordination and facilitation at various levels. Under the direction and supervision of the PCC, the SPM coordinates the SPMO, state and district project staff and service providers to ensure that the strategic outcomes of the Project are achieved. In particular, the SPM leads the SPMO to ensure the M&E requirements described are developed and implemented in a timely manner that represents the views of key stakeholders. She/he is also responsible for making sure there are sufficient and appropriate personnel with the right level of resources and other support needed to implement the Project at state level.

General scope of the job

The SPM would be contracted by the agency hosting the SPMO to prepare and oversee the implementation of SMPPEM at state level. The SPM would work closely with and be responsible to the PM as well as with the state government counterparts.

Main Responsibilities and Duties

To achieve the outputs mentioned above, the SPTO would:

- a) Develop close working relationships with all Project participants and stakeholders – including the primary stakeholders, line departments, private sector and CSO/NGOs – all parties required to establish a shared vision of the Project to achieve objectives;
- b) Prepare the state AWPB and revise the M&E plan and procedures by seeking stakeholder inputs to produce these plans with the full commitment of all the organizations involved in the state. Present the AWPB and M&E plan to the PM/PD in a timely manner for review and approval;
- c) Ensure the holistic implementation of the Project at state level, ensuring the Project outcomes and levels are seamlessly joined in the pursuit of market-led poverty alleviation amongst poor, ethnic and women-headed households;
- d) Make sure the business of the Project is conducted at state level in an efficient manner by supervising and monitoring Project implementation. Ensure that timely decisions on corrective actions are made and implemented;
- e) Direct and supervise the day-to-day operations of the Project at state level, guided by the Project document and the AWPB, providing any necessary amendments to ensure smooth performance;
- f) Assure that all contractual obligations are adhered to and make the necessary contacts and efforts to ensure implementation meets Project targets;
- g) Ensure that state Project expenses are kept, consistent with Government and IFAD administrative and financial procedures and practices;
- h) Monitor the monthly state Project financial reports and liaise with the Finance Officer concerning financial reports;
- i) Prepare administration, management, implementation and technical information in the form of monthly, quarterly, semi-annual and annual reports;
- j) Coordinate all evaluation studies to be undertaken in order to gain timely and relevant insights into emerging areas of concern at state level; and
- k) Ensure that the Project captures and share lessons learned through the M&E procedures, supervision and evaluation missions and periodic visits to sites.

Minimum Qualifications

- a) At least Bachelor Science in Forestry or equivalent;
- b) At least five years of professional experience in relevant fields;
- c) Adequate working knowledge on peatland and forest management in Malaysia;
- d) Ability to develop and foster external organizational relationships and applied representation skills;
- e) Knowledge of Government and IFAD policies and procedures on gender, environment, corruption and general Project finance and administration management;
- f) Computer-literate including accounting packages and well versed in the use of Excel, Word and basic data base set-ups;
- g) Knowledge of Indigenous People's (IP) culture;
- h) Good communication skill and ability to plan in order to meet deadlines; and
- i) Excellent in both written and spoken English language and Bahasa Malaysia. Knowledge in other local dialects is an added advantage.

2. State Project Admin / Finance Officer (SPAFO)

Job Title	:	State Project Admin / Finance Officer (SPAFO)
No. of Vacant	:	One (1)
Estimated monthly salary	:	RM4,995.05
Duration	:	Aligned to Project duration
Recruitment	:	Respective State Governments
Contract:	:	One-year contract, with three months' probation period, renewable based on agreed performance targets and deliverables
Reports to	:	Project Manager, State Project Coordinator (to be finalised by States)
Location	:	Pahang

Purpose

The SPAFO would be responsible for financial management and administration of the Project accounts, personnel, equipment, supplies and external services at state level. As head of finance, the SPAFO would take charge of all state-level matters in the Project accounting cycle. This accounting cycle starts from financial-related inputs in AWPB preparation and budget control, committing funds, disbursements and cash flow management in an effective and efficient manner, financial reporting to ensuring smooth audits and facilitation for supervision missions on all financial management and administration aspects.

General scope of the job

The SPAFO would be contracted by the agency hosting the SPMO to prepare and oversee the implementation of SMPPEM at state level. The SPAFO would work closely with and be responsible to the PM as well as with the state government counterparts.

Main Responsibilities and Duties

To achieve the outputs mentioned above, the SPAFO would:

- a) Installation of appropriate accounting/reporting procedures to ensure that the NPMO and especially the PD are regularly informed of on-going financial activities and transactions;
- b) Establishing the financial and administrative policies, formats and procedures, including those for service contracting, budgeting and accounts and audit;

- c) Ensuring that administrative and financing directives and guidelines of the SMPEM are reflected in all Project activity;
- d) Assisting in facilitation and supervision of the tender, award and performance assessment procedures for service contracting;
- e) Communicate to all implementing partner institutions, service providers and grantee recipients their financial and administrative responsibilities, the funds available and how to access it, and the requirements of reporting and record keeping in accordance with prevailing government practices which are acceptable to GoM and IFAD;
- f) Maintain all accounting and administrative records in a form appropriate for regular auditing (at least once a year);
- g) Ensure that all project funds are used in accordance with the conditions of the loan agreements, with due attention to economy and efficiency, and only for the purposes for which the funds were provided;
- h) Ensure that counterpart funds have been provided and used in accordance with the conditions of the grant agreements, with due attention to economy and efficiency, and only for the purposes for which they were provided;
- i) Ensure that all necessary supporting documents, records and accounts are kept in respect of all project activities, with clear linkages between the books of account and the financial statements presented to the financiers;
- j) Ensure that designated accounts are maintained in accordance with the provisions of the loan agreement and in accordance with the financier's rules and procedures;
- k) Ensure that the financial statements are prepared in accordance with International Public Sector Accounting Standards
- l) Liaise with the Finance Officer (FO) at FDPM to audit the Project accounts to meet the required submission dates by IFAD;
- m) Oversee tax matters of the Project, ensuring that tax exemptions for the procurement of goods for the Project are secured at the appropriate time;
- n) Process documentation and follow up on disbursements from the government and IFAD to ensure that releases are not delayed. Ensure that funds, and other supplies for Project implementation are disbursed or released in a timely manner to enable Project interventions to be carried out on time;
- o) Prepare and submit regular withdrawal applications to IFAD and follow up to ensure that the Project does not run short of liquidity;
- p) Follow up on all project funds released to implementing partners for timely retirement and proper utilization;
- q) Ensure that Statements of Expenditure (SOEs) are carefully compared for eligibility with relevant financial agreements and the disbursement handbook, and with budget control discipline;

- r) Ensure that fixed assets are well accounted for and annual verification is undertaken of the condition of assets and their location;
- s) Prepare informative management accounts in the form of monthly, quarterly, semi-annual and annual reports regarding aspects of Project financial monitoring bringing out variances as per approved AWPB and advising implementers as to the limits of expenditure; and
- t) Carry out any other activities that are assigned by the Project Coordinator.

Minimum Qualifications

At least a Diploma in Accounting or Diploma in Business Administration or equivalent.

Skills and Experience

- a) At least five years of relevant work experience in financial management and administration;
- b) Familiar with government administrative procedures
- c) Knowledge of work planning, budgeting and reporting;
- d) Excellent quantitative and analytical skills;
- e) Computer-literate including accounting packages and well versed in the use of Excel, Word and basic data base set-ups;
- b) Knowledge on government administrative and financial procedures;
- c) Good communication skill and ability to plan in order to meet deadlines; and
- d) Excellent in both written and spoken English language and Bahasa Malaysia. Knowledge in other local dialects is an added advantage.



**JABATAN PERHUTANAN SEMENANJUNG MALAYSIA
KEMENTERIAN SUMBER ASLI, ALAM SEKITAR
DAN PERUBAHAN IKLIM**

BORANG PERMOHONAN

JAWATAN YANG DIMOHON:

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(SETIAP BORANG HANYA UNTUK SATU JAWATAN YANG DIMOHON)

SILA
KEMUKAKAN
GAMBAR
BERUKURAN
PASPORT
(1 KEPING)

BAHAGIAN A: MAKLUMAT PERIBADI			
1.	Nama	: (HURUF BESAR)
2.	Gelaran	:	Dato' / Datin / Prof. / Prof. Madya / Encik / Puan / Cik/ Lain-lain (nyatakan):.....
3.	Jantina	:	() Lelaki () Perempuan
4.	No. Kad Pengenalan	:	Lama :..... Baru :.....
5.	Tarikh Lahir	:
6.	Negeri Lahir	:
7.	Negara Lahir	:
8.	No. Sijil Kelahiran	:
9.	Bangsa	:
10.	Agama	:
11.	Status Perkahwinan	:	() Bujang () Berkahwin () Duda / Balu
12.	Status Warganegara	:	() Warganegara () Bukan Warganegara () Penduduk Tetap

BAHAGIAN A: MAKLUMAT PERIBADI

13.	Kumpulan Darah	:
14.	No. Cukai Pendapatan	:
15.	No. KWSP	:
16.	No. Pencen	:
17.	No. SOCSO/PERKESO	:
18.	No. Telefon Bimbit	:
19.	No. Telefon Rumah	:
20.	Emel	:

BAHAGIAN B: MAKLUMAT PASANGAN

1.	Nama	: (HURUF BESAR)
2.	Gelaran	:	Dato' / Datin / Prof. / Prof. Madya / Encik / Puan / Cik/ Lain-lain (nyatakan):.....
3.	No. Kad Pengenalan	:
4.	No. Telefon Bimbit	:
5.	Tarikh Lahir	:
6.	Negeri Lahir	:
7.	Negara Lahir	:
8.	No. Sijil Kelahiran	:
9.	Bangsa	:
10.	Agama	:
11.	Status Pekerjaan	:	() Bekerja () Tidak Bekerja
12.	Pekerjaan	:
13.	Nama Majikan Semasa	:

BAHAGIAN C: MAKLUMAT ALAMAT

ALAMAT TETAP

1.	Alamat	:
2.	Bandar	:
3.	Poskod	:
4.	Negeri	:

Alamat surat-menyurat sama seperti di atas ().

Jika alamat surat-menyurat adalah berbeza, sila isikan ruangan di bawah.

1.	Alamat	:
2.	Bandar	:
3.	Poskod	:
4.	Negeri	:

BAHAGIAN D: MAKLUMAT PENDIDIKAN DAN LATIHAN

NAMA INSTITUSI	KELULUSAN	TARIKH SIJIL	GRED

** Sila lampirkan sijil yang berkaitan.*

BAHAGIAN E: MAKLUMAT PENGALAMAN KERJA

NAMA JAWATAN	NAMA DAN ALAMAT MAJIKAN	TEMPOH

** Jika ruangan tidak mencukupi, pemohon boleh membuat lampiran tambahan.*

BAHAGIAN F: PERAKUAN PEMOHON

Saya mengaku bahawa keterangan yang diberikan di atas adalah benar dan betul.

Tandatangan Pemohon

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Nama

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Tarikh

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