

Denomination of the position	:	Head / Senior Manager of Vocational Education & Training
Direct superior	:	Head of Services

DUTIES & RESPONSIBILITIES

- Identifying, initiating and implementing services on Vocational and Educational Training (VET) by establishing and developing business opportunities with partners.
- Handling the acquisition of local and international companies as well as training institutions across Malaysia to drive the expansion of VET programs and client base. This includes but not limited to developing and/or implementing further training and upskilling programs and professions according to the industries' needs.
- Identifying the vocational training needs of German and Malaysian companies to be active in Malaysia and ensuring the development of curricula and training systems under the German Dual Vocational Training (GDVT) scheme as well as local education standards for new programs and further trainings in Malaysia.
- Coordinating and moderating the activities of relevant platforms, such as the TVET Board, Vocational Training Board, Industry Boards, Exam Boards, Malaysian Meister Industry Board, and others if and when required.
- Working closely with participating companies to ensure excellent on-the-job training and continuous improvement of the training programs. Actively seeking feedback from customers.
- Actively communicating and cooperating with Malaysian/German training companies and certification bodies throughout the country. This includes domestic business travels around Malaysia.
- Introducing the VET programs to the Malaysian ministries, governmental bodies and companies, including presentations at meetings and conferences, coordinated with or requested by the Area Head.
- Consulting politics and associations in Malaysia regarding GDVT approach with the target to reach a local acknowledgement of the certification process. This also includes the training of relevant colleagues as well as external partners to create the awareness of the importance of GDVT in Malaysia.
- Striving for participation in relevant TVET Boards introduced by the Malaysian Government (i.e. National TVET Board) or other important administrative offices.
- Liaising with organizations in Germany, especially Chambers, institutions, and authorities involved in *Berufsbildungsexport* (the export of Dual Vocational Training programs from Germany to Malaysia), including but not limited to DIHK, IHKs, PAL, AKA and BiBB.
- Being the first point of contact in Malaysia, especially but not limited to ministries, government bodies and associations (e.g., Ministry of Human Resources, PEMANDU, GMI, FMSDC, JPK etc.) regarding German Dual Vocational Education and Training.
- Sharing results and challenges within the framework of professional interchange and exchange on projects/initiatives proactively. This includes collaborating for cross selling and joint selling of service packages.
- Preparing and delivering presentations at seminars/events coordinated with or requested by the Area Head.
- Preparing yearly business plan, budgets and financial statements. Produce information on project time-scales.
- Ensuring the development and the full recognition of the *Industriemeister* in Malaysia and in Germany.
- Any other operational tasks as may be assigned

REQUIREMENTS

The person we are looking for is a meticulous, proactive and committed individual with an eye for detail. You can work independently and know how to efficiently structure your work process flows. You are open-minded and tolerant towards working in a multi-cultural international organisation. Continuous process improvement is something you enjoy. The job requires:

- Bachelor Degree or equivalent
- Experience in the field of TVET/Vocational Training is preferable
- Strong proficiency in the English language, both spoken and written. Knowledge in German language will be an added advantage
- Sound skills in interpersonal and intercultural communication as well as experience in dealing with German and/or international customers with strong customer orientation
- Excellent skills in project management as well as a strong organizational skill
- Strong analytical skills with the ability to resolve complex issues.
- Exceptional problem-solving abilities with a strong determination to achieve goals and overcome challenges
- Takes proactive steps and demonstrates initiative to take on tasks independent

This is a local position in Malaysia under a contract defined by local standards and conditions.

Please send us your cover letter, CV, salary expectations and notice period via email to hr@malaysia.ahk.de

Only shortlisted applicants will be notified