



Penang State Museum Board

JOB VACANCY

ADMINISTRATIVE ASSISTANT (PSH)

Penang State Museum Board is searching for qualified candidates to fill the vacancies as follows:

- i. Position : Grade N19 Administrative Assistant
- ii. No. of Vacancies : Four (4)
- iii. Salary : RM 54.00/Daily
- iv. Department : Penang State Museum Board
- v. Beginning : February 2022
- vi. Placement : Penang State Museum Board
- vii. Address : Administration Office, 3rd Floor,
Level 3, Dewan Sri Pinang,
Jalan Tun Syed Barakbah,
10450 George Town, Penang

CONDITIONS FOR APPOINTMENT :

Candidates for appointment must have the following qualifications:-

- a) Malaysian citizen residing in Penang;
- b) Not younger than 20 years old and not older than 30 years old as of the deadline of the job vacancy advertisement;
- c) Possesses at least the Malaysian Certificate of Education (SPM) or any equivalent qualification recognised by the Government;
- d) Obtains a Pass in Bahasa Malaysia / Bahasa Melayu (Passed the Oral Test) based on the level of Sijil Pelajaran Malaysia or any qualification recognised by the Government;
- e) Email your resume to **psm_enquiries@penangmuseum.gov.my** and **ONLY** successful candidates will be contacted for an interview;
- f) Closing date for application : **04 FEBRUARY 2022 (FRIDAY)**;
- g) Bring your resume and birth certificate along with a copy of the certificate (including a copy of your Identity Card and any other related certificates) if contacted for an interview;
- h) Applications that **DO NOT receive any feedback after one (1) week from the closing date of the advertisement** are deemed **unsuccessful**.

Priority is given to candidates who are :-

- i. Experienced and skilled in using Microsoft applications and any other similar softwares (Word, Excel, Canva) .
- ii. Strong language proficiency in English and Bahasa Malaysia (both verbal and written is a must). Additional languages will be an added advantage.
- iii. Fit, Healthy, Pleasant Personality and Cheerful.
- iv. Able to work under minimal supervision and possesses own initiative as well as well as an endurance towards high working pressure.
- v. Adept in various social media platforms.
- vi. Independent, Disciplined, Trustworthy and Responsible.
- vii. Able to commute to work with own transportation.