



Penang State Museum Board

JOB VACANCY

ADMINISTRATIVE ASSISTANT (MySTEP)

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

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| i. | Position | : Administrative Assistant |
| ii. | No. of Vacancies | : Four (4) |
| iii. | Salary | : RM 1600.00 |
| iv. | Department | : Penang State Museum Board |
| v. | Beginning | : July 2022 |
| vi. | Placement | : Penang State Museum Board |
| vii. | Address | : Administration Office, 3 rd Floor
Level 3, Dewan Sri Pinang, |

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 recognized 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: **11th JULY 2022 (MONDAY)**.
- 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 two (2) weeks 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 software's (Word, Excel, Canva)
- ii. Capable of handling and running programmes organised by LMNPP.
- iii. Strong language proficiency in English and Bahasa Malaysia (both verbal and written is a must). Additional languages will be an added advantage. The ability to speak and write in languages other than Malay and English is an advantage.
- iv. Fit, Healthy, Pleasant Personality and Cheerful.
- v. Able to work under minimal supervision and possesses own initiative as well as well as an endurance towards high working pressure.
 - i. Adapt in various social media platforms.
 - ii. Able to commute to work with own transportation.
- iii. Independent, Disciplined, Trustworthy and Responsible.