



1. **MANAGER**

Responsible to the President of the ECCE Council.

Scope of work:

1. Office Management
2. Programme Development and Delivery
3. Budget Management
4. Fund raising/Recruitment of Members
5. External Relationship Development

Requirements:

1. **Education:** Possession of a Bachelor in Education or Social Science as the minimum
2. **Experience:** 5-8 years working in a socially responsible organization with programme experience leading to at 3 years in operation/administrative management position.
3. **Organizational skills** which include programme development, strategic planning, budgeting and demonstrate abilities to manage both operational and programmatic work that involves high level of collaboration.
4. **Communication skills** to relate to people at all levels and to the media as well to articulate well in English and Bahasa Malaysia verbally and in writing.
5. **Personal qualities of integrity, credibility and commitment to the mission of the ECCE Council.**

2. **ADMINISTRATIVE ASSISTANT**

Performs skilled secretarial and administrative assistance in the ECCE Council

Scope of work:

Provides secretarial and administrative assistance to the Executive Committee of the ECCE Council, Professional Development Board, Professional Certification Board, Chief Operating Officer and any other persons or committee as assigned by the ECCE Council President.

Requirements:

1. Advanced experience in business procedures, applications, and bookkeeping, including receivables, payables and financial records. Basic office methods, practices, and procedures, including filing systems.
2. Minimum working experience: four years of varied and progressively responsible secretarial experiences at the administrative level, preferably in a socially responsible organization.
3. Communication skills; competent in oral and written English and Bahasa Malaysia.

If you're looking for a challenge, want to be part of a pioneering team in ECCE Council, then send in your resume to: eccemembers@gmail.com

