

JOB VACANCY



HUMAN RIGHTS COMMISSION OF MALAYSIA (SUHAKAM)

The Human Rights Commission of Malaysia (SUHAKAM) was established under the Human Rights Commission of Malaysia Act 1999, and is mandated as the National Human Rights Institution, to promote awareness and protection of human rights. SUHAKAM, which is an equal opportunities employer, dedicated to a diverse workforce and valuing difference, invites Malaysian citizens who are innovative, dedicated and qualified to fill the following position:

1. Post : **PRINCIPAL ASSISTANT SECRETARY (HEAD OF DIVISION) GRADE 48
OFFICE OF THE CHILDREN'S COMMISSIONER**
- Salary Scale : RM5,206.00 and additional allowance of RM1,550.00 per month
- Status of Post : Contract
- Location : Kuala Lumpur (Headquarters)
- Qualification :
- i. Bachelor Honours Degree or Master Degree, preferably in Law, International Affairs, Social Sciences or any other equivalent qualification from any university recognized by the Commission;
 - ii. Candidates with at least 5 years of working experience and possess comprehensive knowledge related to children's rights, international law and social justice as well as experience in government's administration and finance procedure;
 - iii. Advantage is given to candidate who have experience and practical knowledge on children's rights, particularly international human rights treaties such as Convention on the Rights of the Child, legislation on children and child protection procedures in Malaysia;
 - iv. Credit in Bahasa Malaysia (including Oral Test) and English at Sijil Pelajaran Malaysia (SPM) level or equivalent qualification recognized by the Commission;
 - v. Good communication skills with fluency in both written and oral Bahasa Malaysia and English; and
 - vi. Must be able to work in teams with minimal supervision.

Responsibilities

Principal Assistant Secretary (Head of Division) of the Children's Commissioner Office will be responsible among others, for the following duties:

- i. Support the Children's Commissioner and in-charge of the day-to-day management of the officers and staff of the Children's Commissioner Office;
- ii. Develop, implement and monitor the Children's Commissioner Office yearly workplan as well as oversee its budget and expenditure;
- iii. Develop policy papers and research reports to influence government policies and laws in relation to human rights issues, particularly children's rights;
- iv. Plan and organise seminars, conference and roundtable discussions with the relevant stakeholders focusing on issues relating to children's rights;
- v. Establish network with various stakeholders such as government agencies, civil society organisations, the private sector and the general public as a whole;
- vi. Represent the Commission at meetings with regard to the work of the Children's Commissioner Office.

Vacancy Available : 1 post

How To Apply

Interested candidates are invited to submit their letter of application giving complete resume/curriculum vitae, copies of academic certificates, copy of Identity Card, employer reference letter and a passport size photograph (non-returnable) before or on **10 January 2020 (Friday)** to :

Secretary
Human Rights Commission Of Malaysia
Level 11, Menara TH Perdana, 1001 Jalan Sultan Ismail
50250 Kuala Lumpur
Laman Web : www.suhakam.org.my
(Attention: Human Resource Management Unit)

Please indicate the position applied for on the top left corner of envelope.
Only shortlisted candidates will be notified.