



DEWAN FILHARMONIK PETRONAS
KUALA LUMPUR, MALAYSIA

Head (CEO's Office)

Department: Chief Executive Officer's Office

Location: Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur City Center

Requirements:

- Recognized university degree, where experience in relevant areas will be an added advantage
- Minimum 3 – 5 years' working experience
- Effective communication and interpersonal skills
- Possess critical thinking, analytical thinking and problem-solving skills

Job Purpose:

Plan and execute a wide range of professional support to the Chief Executive Officer (CEO) which includes analyzing critical business information as inputs for CEO's decision-making in achieving business objectives and financial expectations and lead the CEO's Office to provide administrative support through planning, organizing, prioritizing and coordinating to ensure resources and schedule are efficiently managed.

Key Accountabilities:

1. Strategic Liaison and Representation
 - Represent CEO in liaising with section/department within the organization and external parties to create synergy, integration and alignment whilst sustaining value creation in line with business objectives and strategy.
2. Stakeholder Communications & Engagements
 - Manage and implement communication materials and correspondences for CEO in order to ensure critical information is communicated and cascaded accurately and clearly with the aim to safeguard organization's investment, image and reputation.
 - Formulate and manage the CEO's business networking and communication with stakeholders and within the industry vis-à-vis business landscape and intelligence in order to maintain professional network that provides the CEO with business, political and economic insights.
3. Management Reporting
 - Coordinate and analyze management reports by reviewing critical information and issues by highlighting strategic issues and implications in monitoring the company performance to enable prompt intervention or escalation being done if required.
4. Market Information Advisory
 - Compile, collate and analyze documentations, literatures, reports, papers and highlight strategic issues and implications to CEO or business heads as critical insights or interventions when required.
 - Conduct information research to keep abreast with current and global events and provide updates to CEO e.g.: new or revised corporate policies, procedures, best practices lessons learnt.

5. Special Project(s) Management
 - Provide support to CEO in undertaking special project(s) through facilitation, coordination, analysis, monitoring and collaborations with various stakeholders to ensure that these projects achieve the desired objectives and results.
6. Management and Board Meetings
 - Plan and organize management meetings, propose and prepare agenda, coordinate meeting package submission, prepare minutes of meeting, prepare matters arising and follow up on action items.
 - Coordinate with Company Secretary for the arrangements with regards to Board of Directors' meetings and act as focal person for compilation of board papers and board presentation to ensure timely submission of papers.
7. Information Management
 - Review and recommend a wide variety of complex and confidential information and requests that are presented to the CEO for consideration.
 - Manage the safekeeping of all confidential information and documentation for CEO's office.
 - Provide support to CEO in the preparation of effective and impactful presentation materials, talking points, narratives, speeches for a clear and concise messaging to meet the objective of the communications and engagements.
8. Department Engagement and Activities
 - Manage and coordinate the implementation of engagements and activities including the planning of company's social and employees' engagement, groupwide training and upskilling sessions etc.
9. Other Duties as Assigned by the CEO
 - Plan and execute all other duties as assigned by the CEO.

Generic Accountabilities:

1. Networking and Relationship Building
 - Foster and sustain effective working relationships and rapport with the government authorities, business and management institutions, national and key industry players and service providers in order to keep abreast with latest development in the relevant markets and capitalize on insider status and strategic alliances to capture opportunities for new business ventures and enhance public confidence in the company business solutions, products and services.
2. Good Governance
 - Enforce the implementation of applicable procedures and guidelines and affect the compliance to statutory and legislative requirements in order to ensure conformance to the established Limits of Authority (LOA), policies and government regulations to safeguard company and shareholders' interest, image and reputation.
3. Mindset, Behavior & Culture
 - Develop and implement distinctive mindset, behavior and culture within the working team to achieve high work performance by adopting and implementing value interventions, tools and methodologies to promote and instill high sense of commitment, ownership, integrity and loyalty that will contribute to operational excellence.
4. Leadership & Capability Development
 - Drive the development of competent working team that will enhance and sustain staff capabilities in achieving high performance delivery to ensure internalization of the right leadership and capabilities in executing their jobs.
5. HSE Policies and Code of Conduct

- Communicate, interpret and champion the execution of the objectives and provisions of the Health, Safety and Environment (HSE) policies and Codes of Conduct and Business Ethics (COBE) within the working team and undertake appropriate mitigation and/or intervention programs.

Interested candidates are invited to submit a complete CV stating personal particulars, employment history, qualifications and current salary together with a passport sized photograph.

Please direct your applications via email to the following:

Human Resource & Administration of Finance & Corporate Services Department

DEWAN FILHARMONIK PETRONAS

Level 2, Tower 2

PETRONAS Twin Towers

Kuala Lumpur City Centre

50088 Kuala Lumpur.

Malaysia.

Email: career@dfp.com.my

- Only shortlisted candidates will be notified.
- All applications will be treated in the strictest confidence.
- Closing Date: **31 March 2023**