

VACANCIES

With our Land Custody and Development Authority (LCDA) Group's current business expansion and in tandem with our mission of developing Excellent Sarawak through practicing excellent corporate governance and working culture, we seek qualified, dynamic, result-oriented, dedicated, self-motivated and visionary individual to fill the vacancies for the posts under each of our wholly-owned subsidiary Company as follows:

(A) LCDA REAL ESTATE SDN BHD

Applicants for the following posts must possess the necessary qualifications and/or related working experiences as follows:

1) TOWN PLANNER

Job Requirements

- A recognized Degree in Urban & Regional Planning / Town & Regional Planning or equivalent.
- Masters in Urban Planning or equivalent is an added advantage.
- Minimum seven (7) years working experience in planning and development.
- Must be familiar with Sarawak Land Code, Sarawak Buildings Ordinance 1994, Strata Management Ordinance 2019, Strata (Subsidiary Titles) Ordinance 2019 and Sarawak Development Control Standard.

Responsibilities

- Prepare masterplan and detailed plan for development, reports and documentation for planning applications and development agreement.
- Coordinate and monitor document submission to authorities to ensure it is in compliance with authorities' requirement and guidelines.
- Prepare evaluation report on the return for property planning investment with private developer.
- Undertake any other duties and responsibilities as and when required by the Superiors.

2) CIVIL ENGINEER

Job Requirements

- A recognized Degree in Civil Engineering or equivalent.
- Masters in Engineering or equivalent is an added advantage.
- Minimum seven (7) years working experience in Civil Engineering field.
- Essential knowledge and experience in ISO implementation in construction industry is an added advantage.

Responsibilities:

- Lead the Project Management team and oversee respective projects.
- Handling all aspects of Quality Assurance / Quality Control and Variation Order if any.
- Ensure the project is delivered on schedule and all works are properly documented.
- Undertake any other duties and responsibilities as and when required by the Superiors.

3) QUANTITY SURVEYOR

Job Requirements

- A recognized Degree in Quantity Surveying or equivalent.
- Masters in Contract Management or equivalent is an added advantage.
- Minimum seven (7) years working experience in construction industry under similar position.
- Exposure in turnkey projects is an added advantage.

Responsibilities

- Prepare measurement / taking-off quantity and tender costing for all building, structure and infra works.
- Prepare project budget, monitor and update monthly expenses.
- Prepare bill of quantities, contract documents and handle post-contract administrations.
- Prepare proper documentation and evaluation including letter of award, quotations, tender and contract documents.
- Attend site valuations, prepare interim valuation certificates, valuation order and final accounts.
- Undertake any other duties and responsibilities as and when required by the Superiors.

4) INSPECTOR OF WORK (IOW) / TECHNICAL ASSISTANT

Job Requirements

- A recognized Diploma in Civil Engineering or equivalent.
- Relevant certificates related to construction industry is an added advantage.
- Minimum five (5) years working experience in construction industry.

Responsibilities

- Resolve problems at site.
- Assist the Project Engineer to supervise construction works.
- Supervise, monitor and control daily work of the project including coordinating the main/sub contractor's activity on site.
- Prepare timely report on physical progress of all assigned projects as per required.
- Ensure all works carried out are in accordance to the drawings, specification, construction plans, procedures and work instruction.
- Carry out Inspection and Test Plans including quality control mechanism, ensuring it conforms to the specifications.
- Undertake any other duties and responsibilities as and when required by the Management.

(B) LCDA HOLDINGS SDN BHD

Applicants for the following posts must possess the necessary qualifications and/or related working experiences as follows:

1) ACCOUNTANT

Job Requirements

- A recognized Degree in Accountancy or equivalent.
- A member of Malaysian Institute of Accountants.
- At least seven (7) years of working experience in finance, accounting, audit and tax planning.
- Must have experience in group accounts consolidation.
- Must be familiar with MPERS and other regulatory financial reporting requirements.

Responsibilities

- Perform full set of accounting functions including prepare statutory and management financial reports etc.
- Prepare monthly management accounts inclusive of cash flow, tax computation, bank reconciliation, financial planning and analysis and other relevant supporting schedules.
- Perform Account Receivable & Account Payable, ageing analysis, monitor and review collections and payments.
- Prepare monthly cashflow forecast and consolidate annual budget.
- Liaise with auditors on the audited financial statements, tax agents, company secretary and bankers or any governing authorities to ensure compliance to statutory requirement.
- Perform any other duties that maybe assigned by Superiors or the Management from time to time.

Interested applicants are invited to submit detailed resume with current and expected salary, a recent passport-sized photograph (non-returnable), telephone contact number and copies of relevant certificates by **30th October 2021** to:

**HUMAN RESOURCE DIVISION
LCDA HOLDINGS SDN BHD
Level 4, Wisma Satok,
Jalan Satok, 93400 Kuching**

OR email to: info@pelita.gov.my

Invitation is open to Sarawakians only. All applications will be treated in strict confidence and applications received after the above closing date shall not be entertained by all means.

Only short-listed candidates will be notified.