



KTJ PRIMARY
SECONDARY
KOLEJ TUANKU JA'AFAR

Secretary to Director of Finance and School Services

Job type	Full time, fixed term
Start date	Earliest convenience
Apply by	31 December 2024
Salary	We offer a highly competitive remuneration package which includes: <ul style="list-style-type: none">• Comprehensive private medical insurance• Excellent Employee Provident Fund (EPF) savings contributions• School places for staff children

Job Summary

We are seeking an inspirational and highly motivated candidate to join our Finance Department as the Secretary to the Director of Finance and School Services (DFSS) . The candidate's primary responsibility is to support the DFSS in the day to day operations of all departments under the school services segment including working closely with the school services heads of departments. The candidate is also expected to provide executive level secretarial and administrative support on strategic decision making and analytical work assignments.

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Key Duties

General Administration & Engagements

- To provide general administrative support in the DFSS Office including mailing, scanning, document management, photocopying and binding of reports..
- To attend telephone calls and deal with enquiries, requests etc in a friendly, helpful manner.
- To receive visitors and refer them to the right departments as appropriate.

Integrity

Empathy

Mutual Respect



- To schedule appointments for DFSS on the online calendar; always following up with DFSS in a timely manner, preempting DFSS to ensure that all meetings are attended on time and the relevant documents required for such meetings (if any) are prepared on time, every time. To follow the same attendance protocol for attendees of meetings arranged by the office of DFSS.
- To attend meetings with DFSS when necessary and take accurate minutes of meetings as required
- To maintain an efficient filing system (both hard Copies and digital) and file all correspondences related to DFSS and other general office documents. Ensuring that all files are accessible to DFSS when necessary. To always endeavour to archive a digital filing copy of such documents for easy and secure accessibility. To be the sole custodian of official contracts, financial certificates (ie. Debenture certs. etc.), licences and registrations.
- To assist the Heads of School Services in preparing documents or coordinating functions as required
- To prepare (in consultation with DFSS) and distribute agendas for internal meetings.
- To assist the Finance Manager and Head of Procurement in filing documents when necessary.
- To always endeavour to register repetitive transactions (ie. Utility Bills etc.) in the relevant corporate portals (ie. TNB Bulk Billing) for payment using the Corporate Credit Card of DFSS. Regularly review and update these portals for correct transactions, always ensuring that only accounts that are current remain registered for payment.
- To manage the central booking of flights, accommodation, transportation, registration for conferences and any other online purchases required by KTJ staff.
- To liaise with the offices of members of the Boarding of Trustees, parents, relevant companies as well as internal departments as required for the smooth running of operations.
- To prepare Service Occupancy Agreements (SOA) for all KTJ staff assigned school accommodation, as directed by the Principal's Office and to liaise with the Facilities Department to ensure checking in and out of staff accommodation runs smoothly.
- To assist DFSS in preparing contracts, agreements and financial reports. To arrange and follow up on signatures for such documents and the transmission of the same to the relevant stakeholders on a timely basis. Under advice from and as directed by DFSS and to extract or compile relevant information (either internally or publicly available) for further analysis by DFSS.



- To liaise with Banks, Company Secretary and Statutory Auditors for timely filing of statutory documents, circulating of statutory documents for signatures and other statutory or administrative requirements.
- To liaise with relevant Government Ministries or departments for the renewal of business licences and all other relevant matters.
- To maintain a register of monthly, quarterly and annual filing/renewal deadlines (Internal, Corporate, Statutory or Staff related).
- To manage stationery supplies for school services staff – place and receive orders in a timely manner.
- To coordinate with the HR Department in arranging for interviews for prospective school services employee applicants as well as help in preparing for the on-boarding of successful new employees to the school services team.
- To prepare and lay out refreshments for visitors when required.
- To place orders with the dining hall for pantry food supplies; always ensuring sufficient stock of pantry items for all staff in the office wing of DFSS.
- To place refreshment orders with the dining hall for meetings taking place in the DFSS's office and ensure that these arrive in time, are laid out appropriately and cleared at the end of the meetings. Keeping environmental sustainability in mind, ensure that single use plastics are not used where possible.
- To provide relief for the Facilities Assistant (Assistant to the Head of Facilities) in his/her absence.
- Any other reasonable duties assigned by DFSS.

Personal characteristics:

- Courteous, polite and friendly with the ability to work independently as well as part of a team.
- An acute attention to details, a sense of urgency and proactiveness in all tasks.
- Strong command of both the English and Bahasa Malaysia languages
- Efficient and well-organised.
- Mature, patient and flexible.
- A high level of integrity
- Self-motivated and innovative.
- Able to maintain confidentiality where required
- Deeply committed to meeting work deadlines
- High degree of ICT literacy.
- A genuine interest in young people and their wellbeing;
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.



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Recruitment Handbooks

[KTJ Recruitment Handbooks for Malaysian Staff](#)

[KTJ Recruitment Handbooks for International Staff](#)

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the

International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the [vacancies page](#) of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available [here](#)), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.

Integrity

Empathy

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