



Vacancies

The **Sarawak Timber Association (STA)** was formed in 1971 and represents over 380 member companies dealing with the forest and timber industry. STA promotes the practice of sustainable forest management; monitors world timber markets; assists producers, buyers and investors to network; conducts training and research; and supports community and welfare service projects.

A team of dedicated staff in the Secretariat executes the work of the Association under the STA Council. The Association is now looking for suitable candidates to fill the following vacant positions.

(1) Member Services Officer – Legal (STA) - 1 Position

The primary responsibility of the successful candidate shall be in the following:-

- Handling and providing advice concerning legal related matters
- Contract preparation
- Other legal-related matters

All applicants must possess at least **Bachelor's Degree in Law** or equivalent, Well verse with statutory requirements, regulations and legislation. Interpersonal communication skills and analytical skills. Must possess good writing skills and command in English and Bahasa Malaysia. At least 2 year(s) of working experience in the related field is required for this position.

(2) Member Services Officer – Publication (STA) - 1 Position

The primary responsibility of the successful candidate shall be in the following:-

- Compile and maintain data within spreadsheet
- Coordinating and handling the Association's publications and events

All applicants must possess at least **Degree in Bachelor of Commerce** or equivalent from any recognized university, Good command in both written and spoken English and Bahasa Malaysia. Knowledge of Mandarin is an added advantage as well as possesses relevant experiences in Microsoft Excel especially knowledge in using pivot tables and charts, Adobe Photoshop, Powerpoint and Indesign applications. At least 2 years of working experience in the related field is required for this position, Skills needed: Possess good inter-personal communication & organisational skills, be resourceful, have analytical mind and computer literate.

STA Training Sdn Bhd (STAT) is a subsidiary company of STA with the primary objective to develop and implement trainings for forest workmen in Sarawak.

(3) Training Officer (STAT) – 1 Position

The primary responsibility of the successful candidate shall be in the following:-

- Handle all administrative and training matters in compliance with the Forest (Trained Workmen) Rules, 2015 ie. communication with management of logging camps, assist to plan training and assessment schedules for Trainers and Assessors; and perform data entry task related to trainings done
- Handle public relation matters of the Company

All applicants must possess at least **Bachelor's Degree in Forestry** or equivalent from any recognized university, Good command in both written and spoken English and Bahasa Malaysia, At least 2 years of working experience in the related field is required for this position, Skills needed: Possess good inter-personal communication & organisational skills, be resourceful, have analytical mind and computer literate. Some traveling to the field and logging camps will be required.

An attractive remuneration package commensurate with his/her qualifications and working experience awaits the successful candidates.

Individuals with the relevant qualifications and experience are invited to submit an application to fill the above vacancies (indicating on the envelope the position applied for) together with (1) a resume (2) a photocopy of education/training certificates (3) a statement of expected monthly salary (4) contact address and telephone and (5) a recent passport-size photo (non-returnable) to:-

The Chief Executive Officer
Sarawak Timber Association
11 Floor, Wisma STA
26, Jalan Datuk Abang Abdul Rahim
93450 Kuching, Sarawak

Applications with the appropriate qualification and required documents will only be considered. The closing date for all applications is **20 March 2020**. Only short-listed candidates will be called for interview in **April 2020**.