



SARAWAK TOURISM BOARD
CAREER OPPORTUNITIES

Sarawak Tourism Board (STB) would like to invite interested and qualified individuals to fill vacancies as follows:

No.	Position	Grade	Scheme of Service	Location	No of Vacancies
1	Manager – Responsible Tourism	N41	Contract	Kuching	1
2	Manager – Asset Management	N41	Contract	Kuching	1
3	Assistant Manager – Integrity	N29	Contract	Kuching	1
4	Assistant Manager – Procurement	N29	Contract	Kuching	1
5	Assistant Manager – Visitors' Information Centre	N29	Contract	Kuching	1
6	Assistant Manager – Research	N29	Contract	Kuching	1
7	Assistant Manager – Marketing (Domestic)	N29	Contract	Kuching	1
8	Assistant Manager – General Administration	N29	Contract	Kuching	1
9	Assistant Manager – Strategic Transformation	N29	Contract	Kuching	1
10	Assistant Manager – Corporate Relations	N29	Contract	Kuching	1
11	Assistant Auditor – Internal Audit	W29	Contract	Kuching	1
12	Administrative Assistant	N19	Contract	Kuching	1

Be part of our diverse team! For more information on our career opportunities, visit our website at www.sarawaktourism.com.

Interested applicants are invited to submit a complete resume with supporting documents, current and expected salary, contact number and enclose a recent passport-sized photograph to:

Human Resources Unit
Sarawak Tourism Board
Level 4 Plaza Aurora
Jalan McDougall, 93000 Kuching.

Email: hr@sarawaktourism.com
Website: www.sarawaktourism.com

Closing Date of Application: 27 July 2022

All applications will be treated with strict confidence. Only shortlisted candidates shall be notified.



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1. MANAGER – RESPONSIBLE TOURISM, N41

Unit	:	Stakeholders Relations
Scheme of Service	:	Contract
Salary	:	Minimum Salary – Maximum Salary RM2,080.00 – RM9,546.00
Roles & Responsibilities	:	<ul style="list-style-type: none">▪ Conceptualise, plan, develop, execute, and manage effective strategic Responsible Tourism program and projects.▪ Analysing the results and achievements of all Responsible Tourism programs▪ Manage communications with external parties by establishing and maintaining rapport▪ Assist to develop and deliver Responsible Tourism that support the initiatives of the Board▪ Assist in Responsible Tourism auditing with relevant internal and external stakeholders▪ Assist in events organised by the Board and other tourism related events organised by the government or other agencies▪ Represents the Board in government/regional cooperation meetings as and when instructed.▪ Manage the communication and build relationship with key stakeholders▪ Monitor and report customer feedback to the relevant authorities▪ Assist with tourism activities
Qualification & Requirements	:	<ul style="list-style-type: none">▪ Possess a Bachelor's Degree in Environmental Sciences and Management, Tourism Management, Forestry, Communication or other related qualifications.▪ At least 2 years of relevant working experiences in relevant fields.▪ Certifications/Trainings in Responsible or Sustainable Tourism.▪ Essential and knowledge of the tourism industry.▪ Able and willing to travel

2. MANAGER – ASSET MANAGEMENT, N41

Unit	:	Corporate Services (Asset)
Scheme of Service	:	Contract
Salary	:	Minimum Salary – Maximum Salary RM2,080.00 – RM9,546.00
Roles & Responsibilities	:	Responsible to oversee and manage the asset of STB. <ul style="list-style-type: none">▪ Manage and plan asset maintenance▪ Manage and plan vehicle maintenance▪ Office management and supplies▪ Record management▪ Stock and souvenirs management▪ Assist in managing staff travelling and transport booking
Qualification & Requirements	:	<ul style="list-style-type: none">▪ Possess a Bachelor's Degree in Administration, Office Management or other related qualifications▪ At least 2 years of relevant working experiences in relevant fields.▪ Familiar with state asset management procedures



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3. ASSISTANT MANAGER – INTEGRITY, N29

Unit	:	Integrity
Scheme of Service	:	Contract
Salary	:	Minimum Salary – Maximum Salary RM1,493.00 – RM5,672.00
Roles & Responsibilities	:	Responsible to assist and perform all task related to Integrity Unit and includes the functions as below: <ul style="list-style-type: none">▪ Manage in operationalize and facilitate Integrity Program; and▪ Assist in overseeing the institutionalization of EPIC Culture among staffs.▪ Coordinate, facilitate and monitor Integrity & Ethical Culture Programs.▪ Monitor of Organisational Anti-Corruption Plan (OACP) and Corruption Risk Management (CRM) plan.▪ To update any systems related to integrity.▪ Manage the Internal Survey rating.▪ Assist with secretarial duties for STB JAR Meetings, OACP & CRM meetings.
Qualification & Requirements	:	<ul style="list-style-type: none">▪ Diploma in Public Administration, Human Resource, Management or other related qualifications▪ Strong Communication, good presentation, and interpersonal skills▪ Ability to handle confidential matters.▪ Good report writing and computer skills, particularly Microsoft Office.▪ Good information gathering and analysis skills.▪ Can communicate in Bahasa Melayu and English well.

4. ASSISTANT MANAGER – PROCUREMENT, N29

Unit	:	Procurement
Scheme of Service	:	Contract
Salary	:	Minimum Salary – Maximum Salary RM1,493.00 – RM5,672.00
Roles & Responsibilities	:	<ul style="list-style-type: none">▪ Responsible of daily operational of procurement unit▪ To prepare tender documents and Letter of Acceptance▪ To monitor on going contracts and performance security▪ To assist and manage expense and ensure good governance accordance to relevant State procedures▪ To monitor and ensure smooth running of annual procurement planning▪ To review, compare and analyze products and services to be procured▪ Coordinate administrative processes throughout the duration of the preparation of the all documentation until the award of the contract▪ Maintain appropriated records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose
Qualification & Requirements	:	<ul style="list-style-type: none">▪ Possess a Diploma in Business Administration / Finance / Quantity Surveying or other related qualifications.▪ At least 2 years of relevant working experiences in relevant fields.▪ Familiar with state procurement orders, procedures, rules and regulations.



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5. ASSISTANT MANAGER – VISITORS’ INFORMATION CENTRE, N29

Unit	:	Visitors’ Information Centre
Scheme of Service	:	Contract
Salary	:	Minimum Salary – Maximum Salary RM1,493.00 – RM5,672.00
Roles & Responsibilities	:	Responsible to oversee and manage the Visitors’ Information Centre Kuching. <ul style="list-style-type: none">▪ Handle visitors’ complaints▪ Customer service▪ Assist in coordinate and implement of events▪ Participate in trade shows, exhibitions and other programs organised by the Board▪ Manage the operation of Visitors’ Information Centre▪ Assist in Visiting Journalist Programs (VJP) and Media FAM trips▪ Establish network with stakeholders
Qualification & Requirements	:	<ul style="list-style-type: none">▪ Diploma in Tourism Management / Hospitality / Marketing or Sijil Tinggi Persekolahan Malaysia (STPM) or other related fields recognized as equivalent by the Government▪ At least 2 years of relevant working experiences in relevant fields.▪ Customer service attitude▪ Knowledge of the tourism, marketing and hospitality industries is an added advantage▪ Able and willing to travel

6. ASSISTANT MANAGER – RESEARCH, N29

Unit	:	Research
Scheme of Service	:	Contract
Salary	:	Minimum Salary – Maximum Salary RM1,493.00 – RM5,672.00
Roles & Responsibilities	:	<ul style="list-style-type: none">▪ To carry out tourism research according to annual planning▪ Data collection▪ Conduct statistical analyses of data sets▪ To prepare report of conducted research▪ Handle and prepare the presentation of research findings▪ Review print and online resources to gather information▪ Check facts, proofread, and edit research documents to ensure accuracy▪ To support the overall administration works for Research Unit
Qualification & Requirements	:	<ul style="list-style-type: none">▪ Possess a Diploma in Statistics, Tourism Management or other related qualifications.▪ At least 2 years of relevant working experiences in relevant fields.▪ Basic knowledge in statistical analysis software SPSS is an added advantage▪ Knowledge about Sarawak tourism products



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7. ASSISTANT MANAGER – MARKETING (DOMESTIC), N29

Unit	:	Marketing
Scheme of Service	:	Contract
Salary	:	Minimum Salary – Maximum Salary RM1,493.00 – RM5,672.00
Roles & Responsibilities	:	<ul style="list-style-type: none">▪ Assisting manager in marketing initiatives for the domestic and asean markets▪ Preparation of the division's forms and other administrative▪ Data base input▪ Assisting in the planning and preparation of marketing initiatives (i.e. Trade fairs / trade events/road shows / sales missions / product updates / presentations)▪ To participate and attend marketing initiatives as and when directed▪ To handle ad-hoc projects as per directed▪ To assist in any queries and requests from public / trade partners▪ Sourcing information on markets▪ Preparing content for presentations
Qualification & Requirements	:	<ul style="list-style-type: none">▪ Possess a Diploma in Marketing, Tourism Management, Business Management or other related qualifications.▪ At least 2 years of relevant working experiences in relevant fields.▪ Customer service attitude and good communication skills▪ Knowledge of the tourism, marketing and hospitality industries is an added advantage▪ Able and willing to travel

8. ASSISTANT MANAGER – GENERAL ADMINISTRATION, N29

Unit	:	Corporate Services (Administration)
Scheme of Service	:	Contract
Salary	:	Minimum Salary – Maximum Salary RM1,493.00 – RM5,672.00
Roles & Responsibilities	:	Responsible to oversee and manage the general office administration. <ul style="list-style-type: none">▪ To monitor monthly office maintenance▪ Oversee record and store management▪ To assist in annual procurement plan for Administration Unit▪ To monitor IT support▪ To manage and maintain office vehicle▪ To support overall general administration for the unit
Qualification & Requirements	:	<ul style="list-style-type: none">▪ Possess a Diploma in Office Management, Business Management/Administration, Tourism Management or other related qualifications.▪ At least 2 years of relevant working experiences in relevant fields.▪ Meticulous and good monitoring skills



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9. ASSISTANT MANAGER – STRATEGIC TRANSFORMATION, N29

Unit	:	Corporate Services (Strategic Transformation)
Scheme of Service	:	Contract
Salary	:	Minimum Salary – Maximum Salary RM1,493.00 – RM5,672.00
Roles & Responsibilities	:	Responsible to oversee and manage the operation of Strategic Transformation activities <ul style="list-style-type: none">▪ Documentation and certification of ISO 9001:2015▪ Coordinates the quality activities such as EKSA.▪ Monitor and documentation of corporate Balance Scorecard▪ To assist in legal contract and agreement of the Board▪ To assist and coordinate in KIK implementation
Qualification & Requirements	:	<ul style="list-style-type: none">▪ Possess a Diploma in Law, Business Administration, Human Resources or other related qualifications▪ At least 2 years of relevant working experiences in relevant fields.▪ Knowledge in ISO, Balance Scorecard and KIK programs

10. ASSISTANT MANAGER – CORPORATE RELATIONS, N29

Unit	:	Procurement
Scheme of Service	:	Contract
Salary	:	Minimum Salary – Maximum Salary RM1,493.00 – RM5,672.00
Roles & Responsibilities	:	<ul style="list-style-type: none">▪ Assist to develop and deliver corporate activities that support the initiatives of the Board▪ Assist in tourism product auditing with relevant internal and external stakeholders▪ Assists in events organised by the Board and other tourism related events organised by the government or other agencies▪ Assists with cruise ships welcoming▪ Monitor and report customer feedback to the relevant authorities▪ Assist with responsible tourism activities▪ Assist in preparation of annual budgeting
Qualification & Requirements	:	<ul style="list-style-type: none">▪ Possess a Diploma in Tourism Management, Corporate Communications or other related qualifications▪ At least 2 years of relevant working experiences in relevant fields.▪ Knowledge in responsible tourism and Sarawak tourism product is an added advantage▪ Creative and proficient using the latest Microsoft Office, picture and video editing applications and social media platforms.



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11. ASSISTANT AUDITOR, W29

Unit	:	Internal Audit
Scheme of Service	:	Contract
Salary	:	Minimum Salary – Maximum Salary RM1,498.00 – RM5,678.00
Roles & Responsibilities	:	<ul style="list-style-type: none">▪ To ensure that all the processes and procedures is complied▪ Carrying out the internal auditing work▪ Preparing internal audit working papers▪ Assist in preparing and drafting internal audit reports▪ To plan and come out with corrective action for improvement▪ To coordinate internal audit functions and activities
Qualification & Requirements	:	<ul style="list-style-type: none">▪ Possess a Diploma in Finance, Accounting, Internal Audit and other relevant fields.▪ At least 2 years of relevant working experiences in relevant fields.▪ Familiar with State Government / Statutory Bodies operations, procedures, orders, rules and regulations

12. ADMINISTRATION ASSISTANT, N19

Unit	:	Marketing
Scheme of Service	:	Contract
Salary	:	Minimum Salary – Maximum Salary RM1,352.00 – 4,003.00
Roles & Responsibilities	:	Responsible in performing clerical and operational tasks at the Support Group level includes <ul style="list-style-type: none">▪ Record management▪ Filing management▪ Meeting coordination and arrangement▪ Handling staff travelling and transport booking▪ Handling incoming and outgoing correspondence▪ Preparing official letters, memo, minutes, and other documents▪ To support the overall administration works for Marketing Unit
Qualification & Requirements	:	<ul style="list-style-type: none">▪ Possess a Sijil Pelajaran Malaysia (SPM) or Certificate qualification recognised by the Government▪ At least 2 years of relevant working experiences in relevant fields.▪ Familiar with State Government / Statutory Bodies operations, procedures, orders, rules and regulations