

CFM is looking for qualified candidates to fill the role of Governance and Secretarial. Interested candidates may send their resume to hr@cfm.my, with the **Subject: Job Application for Governance and Secretarial**. We look forward to hearing from you.

Item	Description
Name of Position	Manager, Policy Development and Governance
Name of Company	Communications and Multimedia Consumer Forum of Malaysia (CFM) Cyberjaya, Selangor
Salary	RM4,8000 – RM6,000 per month
Qualifications & Experience	<ul style="list-style-type: none"> ● Degree in Law, Corporate Administration, Business Administration, Accounting or equivalent ● Minimum 4 years of experience in company secretarial practise, corporate governance, drafting of policy and procedural documents ● Experience in minute writing and management of management meetings and administration ● Good command of Malay and English (both written and spoken) ● Good interpersonal skill with ability to interact with all levels (up to Council or Board members) ● Meticulous, high compliance and able to meet deadlines ● Proficiency in MS Office (Word, PowerPoint, Excel) ● Proactive and able to work with minimum supervision
Roles & Responsibilities	<ul style="list-style-type: none"> ● Responsible for the development of policy, standards and best practices for the society ● Manage and ensure secretarial duties such as minutes writing of Office Bearer, Council and General Meetings ● Manage and ensure society's compliance with the constitution and regulatory requirements and maintain the statutory records ● Stakeholder engagement and liaison ● Membership engagement and communications
Benefits	<ul style="list-style-type: none"> ● Telecommunication benefit ● Medical benefits and allowances