

Malaysian citizens aged 18 years and above are welcomed to apply for the following **contract** positions in *Jabatan Kerja Raya Sarawak* for the Pan Borneo Highway Unit:

PROJECT MANAGEMENT SUB-UNIT, HEADQUARTERS

1) Senior Planner

Qualification & Experience:

- Bachelor's Degree in Engineering from recognized University
- Registered with Board of Engineers Malaysia
- At least 8 years experience working in the planning and scheduling of road/highway construction projects
- Expert knowledge of Primavera P6 and having experience in the construction of Pan Borneo Highway Sarawak project will be an advantage

Job Description:

- Ensures that the functions of Pan Borneo Highway Unit (PBHU), in particular the Project Management Sub-Unit, are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, i.e. completion of PBH project within time, with quality, and within cost as planned

2) Planner

Qualification & Experience:

- Bachelor's Degree in Engineering from recognized University
- Registered with Board of Engineers Malaysia
- At least 6 years experience working in the planning and scheduling of road/highway construction projects
- Expert knowledge of Primavera P6 and having experience in the construction of Pan Borneo Highway Sarawak project will be an advantage

Job Description:

- Ensures that the functions of Pan Borneo Highway Unit (PBHU), in particular the Project Management Sub-Unit, are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, i.e. completion of Pan Borneo Highway project within time, with quality, and within cost as planned

3) Project Controller

Qualification & Experience:

- Bachelor's Degree in Engineering from recognized University
- Registered with Board of Engineers Malaysia
- At least 4 years experience working in the planning and scheduling of road/highway construction projects
- Expert knowledge of Primavera P6 and having experience in the construction of Pan Borneo Highway Sarawak project will be an advantage

Job Description:

- Ensures that the functions of Pan Borneo Highway Unit (PBHU), in particular the Project Management Sub-Unit, are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, i.e. completion of Pan Borneo Highway project within time, with quality, and within cost as planned

TECHNICAL SUB-UNIT, HEADQUARTERS

4) Senior Technical Engineer

Qualification & Experience:

- Bachelor's Degree in Civil Engineering from recognized University
- Registered with Board of Engineers Malaysia, preferably as a Professional Engineer (PE)
- At least 12 years experience working in road design works and construction management
- Having experience in the construction of Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of Pan Borneo Highway Unit (PBHU), in particular the Technical Sub-Unit, are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, i.e. completion of Pan Borneo Highway project within time, with quality, and within cost as planned

5) Technical Engineer

Qualification & Experience:

- Bachelor's Degree in Civil Engineering from recognized University
- Registered with Board of Engineers Malaysia, preferably as a Professional Engineer (PE)
- At least 8 years experience working in road/highway design fields
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of his unit are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, and expectations of the Department and its clients, i.e. completion of the Pan Borneo Highway Project

6) Civil Engineer

Qualification & Experience:

- Bachelor's Degree in Civil Engineering from recognized University
- Registered with Board of Engineers Malaysia
- At least 6 years experience working in road/highway design works
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of his Sub-Unit are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, and expectations of the Department and its clients, i.e. completion of the Pan Borneo Highway Project

TRAFFIC MANAGEMENT SUB-UNIT, HEADQUARTERS

7) Senior Traffic Management Officer

Qualification & Experience:

- Bachelor's Degree in Engineering from recognized University
- Registered with Board of Engineers Malaysia
- At least 8 years experience working in traffic management works
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of Pan Borneo Highway Unit (PBHU), in particular related to the traffic management aspects, are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, i.e. completion of Pan Borneo Highway project within time, with quality, and within cost as planned

8) Traffic Management Officer

Qualification & Experience:

- Bachelor's Degree in Engineering from recognized University
- Registered with Board of Engineers Malaysia
- At least 6 years experience working in traffic management works
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of Pan Borneo Highway Unit (PBHU), in particular related to the traffic management aspects, are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, i.e. completion of Pan Borneo Highway project within time, with quality, and within cost as planned

QA/QC & SAFETY SUB-UNIT, HEADQUARTERS

9) Senior Compliance Engineer

Qualification & Experience:

- Bachelor's Degree in Civil Engineering from recognized University
- Registered with Board of Engineers Malaysia
- At least 15 years experience working in engineering fields and having certification in QAQC and Safety, and 4 years experience in QA/QC
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of Pan Borneo Highway Unit (PBHU) are satisfactorily carried out, in particular matters related to QAQC and Safety aspects, in line with the policies laid down and that they meet targets and schedules, i.e. completion of Pan Borneo Highway project within time, with quality, and within cost as planned

10) Compliance Engineer

Qualification & Experience:

- Bachelor's Degree in Civil Engineering from recognized University
- Registered with Board of Engineers Malaysia
- At least 6 years experience working in compliance fields
- Knowledge and experience related to QAQC and Safety and working with Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of Pan Borneo Highway Unit (PBHU), in particular the QAQC and Safety aspects, are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, i.e. completion of Pan Borneo Highway project within time, with quality, and within cost as planned

11) Engineer (QA/QC & HSE)

Qualification & Experience:

- Bachelor's Degree in Civil Engineering from recognized University
- Registered with Board of Engineers Malaysia
- At least 4 years experience working in QAQC and Safety
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of Pan Borneo Highway Unit (PBHU), in particular the QAQC and Safety aspects, are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, i.e. completion of Pan Borneo Highway project within time, with quality, and within cost as planned

DIGITAL CONSTRUCTION & ASSET MANAGEMENT SUB-UNIT, HEADQUARTERS

12) Senior IT Officer

Qualification & Experience:

- Bachelor's Degree in Engineering from recognized University
- Registered with Board of Engineers Malaysia
- Minimum 8 years experience working in the implementation of systems/IT
- Having HIM working experience, especially with Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of his unit are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, and expectations of the Department and its clients, i.e. completion of the Pan Borneo Highway project
- To work with the appointed System Provider for the project which include preparation of the Highway Information Modelling (HIM) Execution Plan and the Data Protocol, updating of the daily checklist on progress modelling/discrepancies, issues and to attend site coordination and progress meeting, preparation of the HIM Monthly Progress Report, checking and verifying solids / models, etc.

13) IT Officer

Qualification & Experience:

- Bachelor's Degree in Civil Engineering from recognized University
- Registered with Board of Engineers Malaysia
- Minimum 6 years experience working in the system/IT
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of his unit are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, and expectations of the Department and its clients, i.e. completion of the Pan Borneo Highway project
- Assist in the planning, set and direct the Asset Management & Monitoring operations strategies; plan, coordinate and manage the execution of periodical inspectorate auditing functions; ensure the inspections exercise comply to establish policies and procedures; manage and oversee Asset Monitoring and Routine Maintenance activities; conduct regular site inspections to ensure that inspection works have been properly carried out by the inspection teams; preparation of reports to authorities and other relevant internal and external parties, etc.

CORPORATE COMMUNICATION & LAND SUB-UNIT, HEADQUARTERS

14) Corporate Communication Manager

Qualification & Experience:

- Bachelor's Degree in Mass Communication or equivalent from recognized University
- At least 12 years working experience in corporate communication or relevant field

Job Description:

- Ensures that the functions of Pan Borneo Highway Unit (PBHU), in particular those related to corporate communication matters, are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, i.e. completion of PBH project within time, with quality, and within cost as planned
- To implement a communication programme to support Stakeholder Engagement involving relevant Government agencies (Federal, State, Resident's Offices, etc.), provide and report on public feedback, corporate information and publication, media relation, develop and manage the Department's Corporate Responsibility programme, etc.

15) Civil Engineer

Qualification & Experience:

- Bachelor's Degree in Civil Engineering from recognized University
- Registered with Board of Engineers Malaysia
- At least 8 years experience in the technical civil engineering field
- Having experience in implementation of Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of Pan Borneo Highway Unit (PBHU) are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, i.e. completion of Pan Borneo Highway project within time, with quality, and within cost as planned
- To coordinate and facilitate on any land matters, monitor and report on progress, and keeping record and data on the actual date to demolish and remove the structures/obstruction for future reference

UTILITIES UNIT, HEADQUARTERS

16) Senior Utilities Relocation Works (URW) Officer

Qualification & Experience:

- Bachelor's Degree in Electrical Engineering from recognized University
- Registered with Board of Engineers Malaysia under Electrical Discipline, preferably as a Professional Engineer (PE)
- At least 15 years experience in electrical design, project supervision and utilities relocation works
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of his unit, in particular the management and monitoring of the utilities relocation works, are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, and expectations of the Department and its clients
- The key person to provide input/monitor on utilities relocation works for Pan Borneo Highway Project, electrical installation design and ensuring that designs meet the needs of clients, Government and Department policies and relevant design codes and statutory regulations

17) Utilities Relocation Works (URW) Officer

Qualification & Experience:

- Bachelor's Degree in Electrical Engineering from recognized University
- Registered with Board of Engineers Malaysia under Electrical Discipline, preferably as a Professional Engineer (PE)
- At least 10 years experience in electrical design and project supervision, particularly in utilities relocation works.
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- Ensures that the functions of Pan Borneo Highway Unit (PBHU), in particular where it involves Utilities Relocation Works (URW), are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, i.e. completion of PBH project within time, with quality, and within cost as planned
- The key person to provide input/monitor on utilities relocation works for Pan Borneo Highway Project, electrical installation design and ensuring that designs meet the needs of clients, Government and Department policies and relevant design codes and statutory regulations

QUANTITY SURVEYING AND CONTRACT SUB-UNIT, HEADQUARTERS

18) Chief Quantity Surveyor

Qualification & Experience:

- Bachelor's Degree in Quantity Surveying from recognized University
- Registered with Board of Quantity Surveyors Malaysia and Royal Institution of Surveyors Malaysia is a preference
- At least 15 years experience working as a Quantity Surveyor, especially on contract management in the execution of a project
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- To render advice on contract and legal aspect to ensure that policies are met
- To manage the post contract administration including certification and assessment of claims are in compliance with the contractual requirements and procedures are adhered to at all times
- Coordinate with Consultant and JKR Technical Branches on matter related to new procurement and tendering for Prime Cost sum and other works
- Evaluate Pan Borneo tender and prepare Tender Evaluation Report for recommendation and consideration of higher authorities
- Assist in the implementation of Projects in the post contract administration and commercial aspects
- Contract Administration for project including monitoring and checking the preparation of payments and variation works

19) Senior Contract Manager

Qualification & Experience:

- Bachelor's Degree in Quantity Surveying from recognized University
- Registered with Board of Quantity Surveyors Malaysia is a preference
- At least 10 years experience working as a Quantity Surveyor especially on contract management in the execution of a project
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- To render advice on contract and legal aspect to ensure that policies and procedures are met
- To manage the post contract administration including certification and assessment of claims are in compliance with the contractual requirements and procedures are adhered to at all times
- Coordinate with Consultant and JKR Technical Branches on matter related to procurement and tendering exercise for Prime Cost Sum and other works
- Evaluate Pan Borneo tender and prepare Tender Evaluation Report for recommendation and consideration of higher authorities

- Assist in the implementation of Projects in the post contract administration and commercial aspects
- Contract Administration for project, including monitoring, checking and tracking record on the preparation of payments and variation works
- Assist in monitoring and keeping record on the Contractors Performance Report

FINANCE SUB-UNIT, HEADQUARTERS

20) Senior Accountant

Qualification & Experience:

- Bachelor's Degree in Accountancy from recognized University
- Registered with Malaysian Institute of Accountant will be an advantage
- At least 10 years of accounting experience

Job Description:

- As Head of Finance Sub-Unit – responsible to administer and manage financial affairs
- To advise on implementation of procedures related to compliance/financial regulations
- To review and propose improvement of work process needed regarding to accounting process/procedures

21) Accountant

Qualification & Experience:

- Bachelor's Degree in Accountancy from recognized University
- Registered with Malaysian Institute of Accountant will be an advantage
- At least 6 years of accounting experience

Job Description:

- To assist the Senior Accountant to ensure that all matters relating to finance are carried out in accordance with established financial regulations, including all payments related to contract work
- Monitor expenditures, facilitate application and improvement of the system used
- Ensure all audit queries from Treasury and the Accountant General's related to payment are being acted upon accordingly

22) Assistant Accountant

Qualification & Experience:

- Diploma in Accountancy from recognized University
- At least 10 years experience in related field

Job Description:

- To assist the Senior Accountant/Accountant in ensuring all matters relating to finance are carried out in accordance with established financial regulations, including all payments related to contract work
- To ensure document for payment is completed and in compliance with Treasury Instruction/Latest Circular and Financial Regulation
- To prepare reconciliations to related account and to assist matters related to audit queries

23) Account Clerk

Qualification & Experience:

- Minimum Sijil Pelajaran Malaysia (SPM) or equivalent
- At least 3 years experience in related field

Job Description:

- To prepare reports on expenses exceeding budget and to provide relevant data for budget and reporting matters
- Manage account register for the Unit, update supplier setups
- Checking document for payment is completed and in compliance with Treasury Instruction/Latest Circular and Financial Regulation
- To assist Accountant to prepare statistic monthly report on expenditure
- To maintain proper record for all contracts file

ADMINISTRATION SUB-UNIT, HEADQUARTERS

24) ASSISTANT ENGINEER

Qualification & Experience:

- Diploma in civil and structural engineering from recognized University
- At least 6 years experience in related field

Job Description:

- To ensure that the functions of his unit are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, and expectations of the Department and its clients
- To assist in processing of payment claims, ensure proper keeping of contractual documents/correspondences, monitor and coordinate submission of monthly progress report, and preparation of related correspondences

25) SENIOR CLERK

Qualification & Experience:

- Minimum Sijil Pelajaran Malaysia (SPM) or equivalent
- At least 10 years experience in related field

Job Description:

- Responsible to carry out clerical and operational duties at the Support Group level, which shall not only be limited to duties of general administration, personnel administration, counter service and processing, data and information collection, and control of communication equipment

26) DRIVER

Qualification & Experience:

- Minimum Sijil Pelajaran Malaysia (SPM) or equivalent
- Must possess a valid driving license with good driving records
- At least 3 years experience in related field

Job Description:

- Assist in ensuring that all matters pertaining to the driving and maintenance of vehicles are carried out in accordance with established rules to ensure the safety of users

KCH/SIBU/MIRI

27) Zone Manager

Qualification & Experience:

- Bachelor's Degree in Civil Engineering from recognized University
- Registered with Board of Engineers Malaysia, preferably as a Professional Engineer (PE)
- At least 15 years experience in road/highway design & construction management fields
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- Overall in charge of the Regional Pan Borneo Highway Unit (PBHU) and to ensure that the functions of the Unit are satisfactorily carried out in line with the policies laid down and to meet targets and schedules, i.e. completion of PBH project within time, with quality, and within cost as planned.

28) Assistant Zone Manager

Qualification & Experience:

- Bachelor's Degree in Civil Engineering from recognized University.
- Registered with Board of Engineers Malaysia, preferably as a Professional Engineer (PE)
- At least 10 years experience working in road/highway design and construction fields
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- Assist to ensure that the functions of Pan Borneo Highway Unit (PBHU) are satisfactorily carried out in line with the policies laid down and that they meet targets and schedules, i.e. completion of Pan Borneo Highway project within time, with quality, and within cost as planned

29) Senior Contract Manager

Qualification & Experience:

- Bachelor's Degree in Quantity Surveying from recognized University
- Registered with Board of Quantity Surveyors Malaysia is a preference
- At least 10 years experience working as Quantity Surveyor
- Having experience working on road construction in regards to Pan Borneo Highway project will be an advantage

Job Description:

- To ensure that the functions of Pan Borneo Highway Unit, Regional Officers in particular matters related to contractual management, are satisfactorily carried out in

line with the policies to meet the target and schedule set for PBH projects are completed within the time, cost and expected quality

- To manage the post contract administration including certification and assessment of claims are in compliance with the contractual requirements and procedures are adhered to at all times

30) Contract Manager

Qualification & Experience:

- Bachelor's Degree in Quantity Surveying from recognized University
- Registered with Board of Quantity Surveyors Malaysia is a preference
- Minimum 6 years working experience in contract management
- Having experience working with Pan Borneo Highway project will be an advantage

Job Description:

- To check and process the preparation of Variation Order Proposal and Certificate, Interim Payments, Final Payment Certificate, and Adjustment of Contract Sum
- To check the insurance policies and performance bond are complied with contract requirements
- To prepare the issuance of certificates that are required are in accordance to the contract
- To keep record on the Contractors Performance Report

31) Project Manager

Qualification & Experience:

- Bachelor's Degree in Civil Engineering from recognized University
- Registered with Board of Engineers Malaysia, preferably as a Professional Engineer (PE)
- At least 6 years experience working in road/highway design & construction management fields
- Having knowledge/experience in planning, use of P6 Primavera & supervision of Pan Borneo Highway project will be an advantage

Job Description:

- Assist to ensure implementation of the Pan Borneo Highway project, in particular the contractual management aspects, are satisfactorily carried out, i.e. completion of project within time, with quality, and within cost as planned

Priority will be given to Sarawakian applicants. Interested applicants are welcomed to email their resume/CV with the post they wish to apply to jkrswkrecruitment@sarawak.gov.my before 3rd June 2020.