



SELIA Group is today recognised as among the leading engineering and construction companies in Malaysia, and a major player in the ownership of infrastructures regionally and globally. Since our inception in 1984, the Group has strategically expanded our operation to include diversified business activities in Asset Management, Toll Operations, and Property Development. Having established a highly successful track record in our infrastructure developments and diversified business activities, SELIA Group enjoys a long-standing reputation for services, excellence and credibility in the industry.

With a dedicated staff force of more than **500** technical and non-technical personal, the Group has operations in Kuala Lumpur, Melaka, and Johor and has also established a strong presence in Ghana, Bosnia-Herzegovina and India. As a technology-driven company, SELIA Group constantly applies cutting-edge technologies to increase efficiency and competitiveness to ensure highest quality standards and reliability in delivery.

Built on a solid foundation of reputation, integrity, quality workmanship, professional management and innovation, the Group is recognised for our passion and commitment to the growth and prosperity of both our clients and our people.

**Group Of Companies**

- Selia Ekuiti Sdn Bhd
- Selia Selenggara Sdn Bhd
- Selia Selenggara Selatan Sdn Bhd
- Selia Selenggara Engineering Sdn Bhd
- Bina Masyhur Sdn Bhd
- Gemencheg Granite Sdn Bhd
- Southern Premix Sdn Bhd
- Infra Desa Johor Sdn Bhd
- Selia Facility Management Sdn Bhd
- Realis Sdn Bhd

**CAREER OPPORTUNITIES**

Group Human Resources would like to provide some job opportunities for individuals who would like to explore and express their hidden talents. In view of this, we would like to extend some job opportunities to all **SeliaGroup** staff who is interested and would like to explore and express their hidden talents.

We also welcome you to forward any resumes from external which are relevant to these positions:

No	Positions	Job Responsibilities	Job Requirements	Location
1	Group Business Development Executive	<ul style="list-style-type: none"> <li>• To assist division to facilitate and coordinate project procurement initiatives within the country which is synergistic to the Group's core activities in Property Development, Construction, Asset Management, Manufacturing, Hospitality &amp; Higher Education.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in in any discipline.</li> <li>• 1- 2 years working experience in Business Development and related working experience.</li> <li>• Good communication, interpersonal skills and customer relation management with high proficiency in verbal and written English.</li> </ul>	Kelana Jaya

		<ul style="list-style-type: none"> <li>• To assist division for all market research and intelligence information gathering activities and establishing strategic network and alliance within the industry. Also to maintain an accurate and current data.</li> <li>• To assist division to undertake and/or coordinate Project Evaluations, prepare Project Proposals &amp; Briefs, Pre-Qualification and Tender submissions to clients, Presentation of Proposals, negotiations and successful securing of projects.</li> <li>• To assist division in coordinating activities between the Group's various operational business units, third party consultants/experts in the procuring of projects and development of new products.</li> <li>• To assist division in formulating yearly business plan for group Business Development and preparing quarterly report for Corporate Executive Council (CEC) meeting.</li> <li>• Assist subsidiary companies in preparing proposal and presentation for their business development activities.</li> <li>• To assist division to identify and develop an alternative development product and / or business model to propel and spearhead the Group's future business growth.</li> <li>• Preparing minutes of meeting &amp; report for monthly business development committee meeting.</li> <li>• To liaise with other member of business development between subsidiary companies in exchange information and clients contact.</li> <li>• Act as the Group Liaison Unit in all of the Group's PR functions and communications with Government Ministry or Agencies.</li> <li>• Effectively communicate with clients to gain commitment and strategic information.</li> <li>• To maintain accurate records of all contacts with clients.</li> <li>• Participating in client events/functions and creating events/functions for clients to enhance networking with the targeted clients.</li> <li>• Undertake any reasonable duties as specified by Head of Division, Deputy Group CEO or Group CEO.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong analytical skills and able to evaluate, form logical conclusions and reason with facts.</li> <li>• Good in IT skills.</li> <li>• Good work attitude, flexible, able to work independently and willing to take on challenges.</li> <li>• Willing to travel within Malaysia and abroad.</li> <li>• Experience in Construction or Property Development Industry in Selia Group is an added advantage.</li> </ul>	
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2	Internal Audit Executive	<ul style="list-style-type: none"> <li>• Perform a through audit planning for assigned audit by documenting business processes, business background and processes in flowcharts and/or process narratives. Assess and document inherent risk and control within the business processes.</li> <li>• Establish a risk-based audit plan testing by applying relevant audit techniques, test procedures and sampling criteria based on professional judgement and defined audit methodology.</li> <li>• Appraise the adequacy of process design and effectiveness of control in meeting business and control objectives and document process weakness and collect evidential support for exceptions.</li> <li>• Execute audit testing and prepare workings in accordance with professional IIA standard and Selia’s Internal Audit methodology,</li> <li>• Recommend practical and value-added corrective actions to address control weakness and/or process inefficiencies.</li> <li>• Participate in closing meetings with client at the end of fieldwork by providing clear explanations for identified issues.</li> <li>• Assist in the preparation of a concise and informative audit report to effectively communicate the findings and recommendations to the auditees and senior management.</li> <li>• Perform follow up on agreed corrective actions with regard to timeliness and completeness.</li> <li>• Perform special review and investigations as mandated by the management and BOD from time to time.</li> <li>• Support the Assistant Manager/ Manager in the development of the annual Audit Plan and implementation of evolving Internal Audit methodology.</li> <li>• Perform consulting services for management through participant in projects designed to introduce new and/or changing processes, products or facilities with regards to adequacy of internal control and execution of risk management processes.</li> <li>• Develops and maintains effective and professional working relationship with all levels of staff within the organization, including Senior Management and Audit Committee of the Board</li> <li>• Perform other duties as assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in any discipline.</li> <li>• 1 year related working experience in auditing and related working experience.</li> <li>• Good communication, interpersonal skills.</li> <li>• Good in verbal and written English.</li> <li>• Good in IT skills.</li> <li>• Good work attitude, flexible, able to work independently and willing to take on challenges.</li> </ul>	Kelana Jaya
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3.	Corporate Planning Executive	<ul style="list-style-type: none"> <li>• <b>Business Plan and Budget</b> <ol style="list-style-type: none"> <li>i. Providing secretariat support to coordinate the annual Business Plan (“BP”) and budget exercise for Selia Group.</li> <li>ii. To assist in follow-up with Strategic Management Units/department representative on BP &amp; Budget preparation and submission.</li> <li>iii. To assist in managing and safekeeping of records/files of BP &amp; Budget.</li> </ol> </li> <li>• <b>Risk Management</b> <ol style="list-style-type: none"> <li>i. To assist in updating the RAP progress into ERM system on a monthly basis.</li> <li>ii. To assist in developing the RAP of the department.</li> </ol> </li> <li>• <b>Investment</b> <ol style="list-style-type: none"> <li>i. To assist in follow-up with relevant subsidiaries in data/information gathering for investment Proposal Paper (“IPP”) submitted to CPD</li> <li>ii. To follow up with subsidiaries on monthly updates of approved Project &amp; Assets Investment proposal.</li> <li>iii. To assist in market intelligent research for Proposal Paper (“IPP”) under review.</li> <li>iv. Providing secretariat support to coordinate Investment Committee Meeting.</li> <li>v. To assist in managing and safekeeping of record/files of IPP/PIR</li> </ol> </li> <li>• <b>Performance Management</b> <ol style="list-style-type: none"> <li>i. To follow up with strategies Management Unit on CEC Quarterly and Catch up/Moving Forward Plan for subsidiaries.</li> </ol> </li> <li>• <b>To Assist Any Other Tasks Assigned To Corporate Planning Department</b></li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Business Administration, Finance, Accountancy or in any discipline.</li> <li>• Fresh graduate or minimum of 3-6 months of practical experience in Corporate Planning Department or other fields.</li> <li>• Good communication, interpersonal skills.</li> <li>• Good in verbal and written English.</li> <li>• Good in IT skills.</li> <li>• Good work attitude, flexible, able to work independently and willing to take on challenges.</li> </ul>	Kelana Jaya
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**HOW TO APPLY:**

If you find any position suitable for you and you require a change in your present career, you may forward us your application.

- Please fill in the Internal Job Application form and state the code of the position applied for. You are required to hand in your latest or current job description and task.
- The closing date for this application would be on **January 31, 2021**, you may send your application via email at [recruit@seliagroup.com](mailto:recruit@seliagroup.com) / [nurazimah@seliagroup.com](mailto:nurazimah@seliagroup.com)
- All application will be treated as Private & Confidential.