

Malaysian International Chamber of Commerce and Industry

Job Description - General Manager

Founded in 1837, MICCI is the oldest chamber in Malaysia representing close to 1,000 corporate members from over 30 different nationalities. Recognized as one of the most active advocates for the business community, MICCI facilitates and supports its members to pursue their goals. The Chamber achieves this through an array of well-crafted initiatives that enable businesses to leverage on their strengths and overcome barriers to doing business. MICCI is now ready to move to next step in its evolution and is looking for an energetic and resourceful person to lead its work.

In particular, we are looking for a General Manager who will lead the effort to:

1. Make MICCI the premier and leading chamber in Malaysia.
2. Help members grow their business through consistent engagement and promotion of their activities.
3. Create financial sustainability for the organisation.

Job Description: General Manager

Reporting to the General Committee (GENCO), the General Manager will head MICCI's Secretariat and run all aspects of MICCI's operations in order to achieve specified targets.

We are looking for an experienced manager with experience of building a successful organization. As General Manager, the person will be responsible to lead, motivate and develop the team at our headquarters in Mont Kiara, as well as staff at our state branches. The person needs to be entrepreneurial in handling tasks, especially in helping to achieve the business and policy aims of our members, building our membership, raising revenue, and handling relationships with the relevant government agencies.

This is a senior management post that would excite energetic individuals who are committed to help the private sector flourish in Malaysia.

Roles and Responsibilities

Key Responsibilities include, but are not limited to:

Organizational leadership

- Build a Chamber that is respected and influential.
- Recruit, and provide inspirational leadership to the staff team.
- Ensure the continued development and management of a professional and efficient organization.
- Establish effective decision-making processes that will enable MICCI to achieve our targets.
- Collaborate with the GENCO to create and implement a strategic plan.

Fundraising/ Development

- Formulate and execute comprehensive marketing and activity plans to generate financial sustainability.
- Oversee the financial status of the organization including developing financial plans, monitoring the budget and ensuring sound financial controls are in place.
- Increase membership to represent a larger circle of companies, especially multinational companies from abroad and from Malaysia.

Operations

- Implement and oversee the effective execution of all activities.
- Create an effective infrastructure for MICCI to:
 - Be a strong voice to federal and states governments representing our members, advocating for a healthier regulatory framework and business environment.
 - Actively resolve business concerns of Members.
 - Be visible and apparent at all levels of government engagements, public forums, and media debates.
 - Showcase members by publicising and promoting aspects of their business at all suitable platforms.
 - Strengthen the relationship with Members.
 - Run meaningful business events that provide opportunity for Members to access key business leaders and influencers.
 - Be recognised as an Information Hub for all business related matters and resources.

Candidate Profile

Qualifications:

- At least 10 years of overall professional experience.
- Prior experience in a relevant field with bright entrepreneurship.
- Experience leading a successful team.
- Financially savvy and politically astute leader with the ability to set clear priorities when faced with competing priorities.
- Excellent coalition building skills with ability to communicate and work effectively with a variety of internal and external stakeholders.
- Outstanding presentation and communication skills and ability to be an outgoing spokesperson and relationship builder.
- Experience in fundraising.
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team.

Work Location and Remuneration

The candidate will be based in MICCI's headquarters currently in Mont Kiara, but must have the ability to travel to various parts of Malaysia as required. Salary is commensurate with experience and competitive with the non-profit sector in Malaysia, estimated to be in the range of RM15,000 to RM20,000 per month plus compulsory contributions.

How to Apply

If you have the skills, commitment and passion we are looking for, please provide a cover letter and CV to hr@micci.com.

"Only applicants meeting the criteria outlined above will be contacted as part of the shortlisting process".