

VACANCY BULLETIN

PSDC (PENANG SKILLS DEVELOPMENT CENTRE) was established in 1989 and is the first tripartite, industry-led skills training and education centre in Malaysia. Since its inception, the PSDC has grown phenomenally to become the premier learning institution in the country, dedicated to meet the immediate human resource needs of the business community and to support and strengthen business requirements. It has attained both national and international recognition as a truly successful example of shared learning and a model institution for human resource development to be emulated within and beyond Malaysia. We are currently seeking suitable candidates to join our organization in the following position:

Trainer (Quality Assurance Technology)

Responsibilities:

Teaching

- Teaching classes for theory, practical, and assessing all the tests and examinations according to JPK and PSDC requirements
- Prepare and conduct PSDC students orientation days and JPK Registration according to PSDC and JPK Requirements
- Assess student's portfolios as assessor to fulfil JPK and PSDC requirement
- Plan and schedule theory, practical, test, and examination session systematically
- Develop teaching material for Course Work and Final Examination (Theory and Practical) according to JPK and PSDC requirements

Maintenance and Housekeeping

- Responsible for machine and equipment preventive maintenance in PSDC according to 5S concepts
- Responsible on own work station and students housekeeping 5S concepts

Promotions & Marketing

- Involved in PSDC Open Days and Education Fair schedules to attract enrolments to PSDC Training Programs

Other Responsibilities

- Industry-related activities such as consultancy

Requirements:

- Must be Malaysian citizen above 21 years old
- Possess a recognised Diploma Kemahiran Malaysia (DKM – Level 4) or Diploma Lanjutan Kemahiran Malaysia (DLKM – Level 5)
- Acquired a JPK PP/PPD/PPB Induction Course and Vocational Training Officer, Certificate (Level 3)
- 2 years working experience in relevant industry
- Able to work independently with minimal supervision

Interested candidates are invited to apply online or write-in with a full resume stating qualifications, contact number, working experience, and expected salary together with a recent passport-sized photograph to jayanthi@psdc.org.my or to the following address:



PSDC (Penang Skills Development Centre)

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Tel: 04-643 7909

Contact Person: **Jayanthi Ramachandran**