



SOUTH EAST ASIA IRON AND STEEL INSTITUTE

*We are a well-established technology institute involved in promoting the development of the iron & steel industry in South East Asia region. We invite suitably qualified candidates to apply the following position.*

## **SECRETARY GENERAL**

### **Responsibilities:**

- Manage (lead, plan, coordinate, administer, communicate, discipline, train) Secretariat office.
- Assist and guide the Institute's Chairman regarding Institute's programme.
- Provide guidance and supervise to Technical Committee, Environmental Committee, Statistical Committee.
- Supervise and manage Institute's activities, events, publications, etc.
- Effectively implement Board of Director policy or decisions.
- Prepare annual plan and budgets.
- Achieve financial plan and operational plan.
- Recommend necessary changes to Board of Director, Finance Committee, Awards Committee.
- Compose formal and written reports such as agenda and minutes for Board of Director Meeting, Annual General Meeting, Finance Committee Meeting and Awards Committee Meeting.
- Using effective means of keeping in touch with Board of Director, Finance Committee, Awards Committee, National Committee and general membership.
- Implement Institute's Business Plan

### **Requirements:**

- Degree with no less than 40 years old and 15 years' employment and several years' supervisory experience of general manager level in steel industry.
- Strong communication, coordination and supervision skills.
- Possesses good command of written and verbal in English.
- Ability to lead, manage and work with members with different culture background and level of management.
- A desire to enhance the development of the steel industry in South East Asia.
- Self-driven, trustworthy, hardworking.
- Good at computer and internet.

Qualified and interested candidates are invited to email or send in your CV stating your experience, evidence of achievements, qualifications, current and expected remuneration together with a non-returnable recent photo, contact telephone number and email address to the address below or e-mail to [liwei@seaisi.org](mailto:liwei@seaisi.org) before **5 August 2006**.

**Secretary General  
PO Box 7094  
40702 Shah Alam  
Selangor Darul Ehsan  
MALAYSIA**

(Only short listed candidates will be notified)