



## JOB VACANCY

# INDUSTRIAL FELLOW (Fundraising)

School of Mechanical Engineering,  
Universiti Sains Malaysia (USM)

### TERMS OF APPOINTMENT:

- Open to Malaysian
- The appointment is on a part-time basis
- There is no need to be physically present in the university and can do the designated work online. Presence in the university at your own cost.
- There will be no medical benefits.

### ACADEMIC QUALIFICATION:

Bachelor's or Master's degree in Management/ Business Administrative/ Economic or any related field.

### WORK EXPERIENCE:

Minimum 3 years of working experience in the field of management, business, financial planning, or related field.

### DURATION OF APPOINTMENT:

One (1) year

### EXPERTISE:

Business and Financial Planning.

**JOB SCOPE:**

Activities related to financial planning/ income generation such as engaging with industries and external organisations, training, project management and related work.

**TERMS OF REFERENCE:**

1. Connecting the industries and external organizations with School of Mechanical Engineering for the financial planning/ income generation activities. For example, training, laboratory testing, consultancy, short-term courses, and related activities. (Raise 3 new consultation project/external grant minimum RM 100,000.00)
2. Preparing paperwork for the financial generation programmes with industries/ external organization and School of Mechanical Engineering. (Raise minimum 1 program every 2 months)
3. Providing advice, training, and guidance to staff at School of Mechanical Engineering regarding financial planning/ income generation activities. (Guide at least 5 activities during appointment)

**APPLICATION PROCEDURE:**

Kindly **email** your completed resume, academic qualification, or related documents through e-mail or post by **26<sup>th</sup> SEPTEMBER 2022**:

Dean  
School of Mechanical Engineering, Engineering Campus,  
14300 Nibong Tebal,  
Pulau Pinang.  
Email: [mechanical@usm.my](mailto:mechanical@usm.my)  
Tel: 04-599-6301

# JAWATAN KOSONG

## FELO INDUSTRI

(Pengumpulan Dana)

Pusat Pengajian Kejuruteraan Mekanik

Universiti Sains Malaysia (USM)

### LANTIKAN:

- Terbuka kepada warganegara Malaysia
- Lantikan adalah secara sambilan
- Tiada keperluan untuk hadir secara fizikal di Universiti dan boleh menjalankan tugas secara atas talian. Kehadiran ke USM digalakkan namun kos perjalanan adalah atas tanggungan sendiri
- Tiada kemudahan perubatan dibekalkan sepanjang tempoh lantikan

### KELAYAKAN AKADEMIK:

- Ijazah Sarjana Muda atau Sarjana dalam bidang Pengurusan/ Pentadbiran Perniagaan/ Ekonomi atau bidang yang berkaitan.

### PENGALAMAN KERJA:

Minimum 3 tahun pengalaman bekerja dalam bidang pengurusan, perniagaan, perancangan kewangan atau bidang yang berkaitan.

### TEMPOH LANTIKAN:

Satu (1) tahun

### BIDANG KEPAKARAN:

Perniagaan dan Penjanaan Kewangan

**SKOP TUGAS:**

Aktiviti berkaitan penajaan kewangan seperti libat sama industri dan organisasi luar, latihan, pengurusan projek dan perkara berkaitan.

**TERMA RUJUKAN JAWATAN:**

1. Menghubungkan industri and organisasi luar dengan Pusat Pengajian Kejuruteraan Mekanik bagi aktiviti penajaan kewangan seperti latihan, ujian makmal, konsultasi, kursus jangka pendek dan perkara berkaitan dengannya. (Memperolehi sekurang-kurangnya 3 projek perundingan/geran luar berjumlah minimum RM 100,000.00)
2. Menyediakan kertas kerja bagi program-program penajaan kewangan bersama pihak industri/organisasi luar dan Pusat Pengajian Kejuruteraan Mekanik. (Sekurang-kurangnya 1 program dilaksanakan pada setiap 2 bulan)
3. Memberikan khidmat nasihat, latihan dan bimbingan kepada staf di Pusat Pengajian Kejuruteraan Mekanik berkenaan aktiviti penajaan kewangan. (Memberikan bimbingan kepada staf sekurang-kurangnya 5 aktiviti penajaan kewangan sepanjang lantikan)

**PROSEDUR PEMOHONAN:**

Resume lengkap, sijil akademik atau dokumen berkaitan hendaklah dihantar ke emel atau dipos sebelum **26 September 2022**:

Dekan  
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