

DEPARTMENT : RISK MANAGEMENT AND COMPLIANCE

Position : Manager

Unit : Operational Risk Management

Position Summary:

Responsible for the implementation of the enterprise risk management framework, updating of the operational risk management function and implementation planning.

Key Accountabilities:

- a) Assists the Head of RMCD in developing risk management policies/procedures/frameworks, outlining risk management strategies, and at the same time ensuring that the operational risk management process in all departments in LTAT is being observed in accordance with the policies and procedures.
- b) Perform risk assessment process at enterprise and department level by analysing current risks and identifying potential risks affecting LTAT and propose relevant controls to prevent, eliminate and mitigate operational risks and also development of key risks and control indicators.
- c) Consolidate the department risk scorecards and realign with the corporate risk scorecard.
- d) Coordinate with the supervisor and Head of Departments in reporting the operational risk issues to the Management, Risk Compliance Sub Management Committee (RCMC), Risk Board and Board (if necessary) on a regular basis.
- e) Implementation of the operational risk element within the enterprise risk management framework and implementation planning.
- f) Preparation of quarterly risk management reports/papers to the Risk and Compliance Sub-Management Committee, Risk Board and the Board.
- g) Develop strong relationship with key stakeholders and counterparts by addressing issues/concerns in timely manner.
- h) Building risk awareness amongst staff by providing support, education and training within LTAT.

Qualifications:

- a) Minimum 10 years of relevant experience in ERM, Operational risk, auditing, financial, and governance.
- b) Bachelor's degree or professional qualification in accounting, business, finance, or a relevant related field is typically required. A professional qualification such as ERM/BCP/CIA would be an advantage.
- c) 5 years in a management position with hands-on experience, and 3 years of supervision regulatory audit of the financial and capital market industry.

Knowledge/Skills:

- a) Excellent interpersonal and communication skills (written and spoken)

- b) Good understanding of capital and financial market guidelines and regulations
- c) Ability to manage tight deadlines and work under pressure
- d) Results driven and possess leadership qualities
- e) Ability to deal with people at all levels

DEPARTMENT : RISK MANAGEMENT AND COMPLIANCE

Position : Manager

Unit : Independent Risk Assessment

Position Summary:

Responsible and act as an advisor to the investment committees/Panel by providing independent risk opinions that incorporate assessment of a comprehensive set of risks pertinent to investment proposals from LTAT's Investment Division. Value add to the investment decision making by highlighting and awareness of key emerging risks to protect LTAT from exposure to losses as a result of credit, market, liquidity, operational, model and other relevant risks. Adopt agile risk identification and assessment processes, taking into consideration the risk-return perspective.

Key Accountabilities:

- a) Drive the accurate identification and assessment of all risks associated with investments proposals, strategies and frameworks.
- b) Identify the key emerging risks, likely impacts and potential mitigating measures proactively as part of the independent risk assessment.
- c) Design and implement the overall risk management and oversight processes, which includes balancing of risk and returns trade-off.
- d) Develop risk assessment tools particularly for universe review exercises including but not limited to stock/bond/counterparty universes.
- e) Support the ongoing implementation, expansion and strategies of a risk assessment and management processes for LTAT's investments' portfolio.
- f) Monitor the adherence of the investment proposal to the Investment Policies and Guidelines.
- g) Maintain a keen understanding and awareness of key industry trends and economic issues as well as identification of key emerging risks.
- h) Involve in Strategic Asset Allocation (SAA) review for the capital market assumptions and risk appetite statement.
- i) Provide advisory in LTAT's new projects relating to investments (i.e. LTAT's investment database, LTAT's content management).
- j) Recommend accounting principles and business valuation techniques (i.e. discounted cash flow, comparable company and Precedent transaction) an asset.
- k) Assist with analysing meaningful reporting including risk profile key risk developments and risk mitigations for LTAT's investments portfolio.
- l) Value-add to incorporate forward-looking assessment of investment risk at portfolio monitoring level.
- m) Involve in preparing LTAT's annual report (i.e. Risk Management Statement, Investment Risk Statement, MFRS 7 computation and etc.)
- n) Develop internal templates or models for investment risk section.
- o) Responsible in performing validation exercise for LTAT's internally develop templates.

Qualifications:

- a) Minimum of 10 years of experience in investment risk management.
- b) Bachelor's degree in Finance/Risk Management/ Actuarial Science/Mathematics/Statistics/or any business/finance/investment related courses.
- c) A charter holder or candidate for Chartered Financial Analyst (CFA)/Financial Risk Management (FRM) would be an advantage.
- d) Has worked in a financial institution including asset management company/investment bank /pension fund for at least 7 years.
- e) Able to review risk assessment and evaluation on the investment proposals independently.
- f) Experience in data analytics would be an advantage.

Knowledge/skills

- a) Extensive knowledge of Investment/financial markets/instruments/in various asset classes including private equity, real estate, public equity, fixed income, money market and project finance particularly in area of investment risk.
- b) Able to take initiatives and manage multiple complex investment proposals relevant to key responsibilities.
- c) Analytical mindset, able to synthesize quantitative and qualitative data from disparate sources and articulate via clearly risk assessment for high level audience.
- d) Superior writing skills, ability to produce concise, impactful risk assessment that bridge risk concepts and fundamentals and verbally articulate risks clearly for senior audiences.
- e) Builds and leverages strong relationships and partnerships within the organization and across Investment Division to support recommendation.
- f) Demonstrates strong business acumen with sense of judgement, seeks and incorporates diverse perspectives in making recommendations to implement and enhance risk processes that are relevant to risk department as well as broader organization.

DEPARTMENT : FINANCE AND ADMINISTRATION**Position : Manager****Unit : Account Division*****Position Summary:***

Responsible to assist Head of Department in ensuring the preparation and submission of monthly LTAT Management Accounts for management reporting and interim/yearly LTAT and Group Financial Statements for auditing, taxation and zakat computation are in accordance with Malaysian Financial Reporting Standards (MFRS), and other approved standard/policies. The job scope also requires in supervising the Sistem Perakaunan Berkomputer LTAT (SPBL) and Sistem Akaun Berkumpulan LTAT (SAKBL) for ensuring the daily operation run smoothly as well as responsible in ensuring the management of administrative affairs for the Account Division runs in efficient manners.

Key Accountabilities:**1. LTAT Account and Operation**

- To prepare and ensure the process of preparing and submission of the monthly LTAT Management Accounts and supporting schedules to management and respective departments in accordance with the Malaysian Financial Reporting Standards (MFRS) within 7 working days after the closing of the general ledger.
- To prepare and ensure the process of preparing and submission of interim/yearly LTAT Financial Statement and Audit Schedules of National Audit Department (JAN) in accordance with the MFRS and within the time frame given as well as updating LTAT Accounting policies adhered to new MFRS and requirements of the Tabung Angkatan Tentera Act 1973 (Act 101).
- To prepare notification paper, presentation slides and analytics data for monthly and yearly financial reporting for notation and Board's approval.
- To monitor daily operation for posting monthly/yearly accruals adjustments, depreciation, disposal transactions for new and existing property, plant and equipment to general ledger via SPBL system.
- To supervise the evaluation of the LTAT credit risk access on accounts receivables (current and non-current), investment at amortised cost and other investment instruments to perform provision on expected credit loss on a yearly basis.
- To manage audit matters related to job scope in ensuring LTAT obtain Audit Report and act as LTAT Liaison Officer with JAN.
- To ensure the accuracy of the data transaction and accounting treatment in the SPBL ledger including financial investment, portfolio management, Zakat payment, Members' Account, investment properties, inventories (account project) as well as bank reconciliation in accordance with MFRS and in line with current policies.
- To manage the submission/filing of tax payables (Form e-CP204), Income Tax Return Form (e-C Form) and Country by Country reporting (CbCR) Rules 2016 to Inland Revenue Board within the stipulated time and in accordance with statutory requirements.

- To manage system enhancement and new integration process with other system in LTAT. To manage and monitor on the management of SPBL for ensuring the daily operation run smoothly and liaise with ITMD/Consultant for any system disruption and enhancement.
- To assist HOD in reviewing, testing, evaluating the effectiveness of policies, systems and procedures related to the operation of the account division on an ongoing basis and give insight for process improvement.
- To ensure the Bank Reconciliation Statement process for all LTAT Bank Accounts is carried out daily within 24 hours of working days.
- To ensure the computation of LTAT zakat payment for Board's approval is according to the Working Capital method or alternative method based on the approved guidelines by the Zakat Collection Center.
- To manage the portfolio management reconciliation report and Audit Schedules for auditing prepared on monthly and yearly basis.
- To ensure the approval and posting in Financial Investment Module on daily/monthly basis for transactions related to sales of shares/purchase of shares/dividend/money market placement/OCI Reserve within Limit of Authority.
- To ensure the approval and posting in SPBL ledger related to cost of inventories/CSR project transactions, payment for investment properties as well as fair value on investment properties within Limit of Authority
- To ensure the inventories and Corporate Social Responsibility activities/transactions are accurate and reconciled on monthly basis.
- To ensure the transaction related to Members' Contribution Account is accurate and reconciled on monthly and yearly basis.

2. Group Account and Compliance

- To prepare and ensure process of preparation and submission the Group Financial Statement to National Audit Department (JAN) in accordance with Malaysian Financial Reporting Standards (MFRS) on or before 30 June of the following year or as schedule prepared.
- To prepare approval paper, presentation slides for Group Financial Statements for Audit Committee and Board approval.
- To ensure all audit schedules and all information are accurate and figures are tally with the notes to LTAT Group Financial Statements before submission to JAN within stipulated time.
- To ensure the letter of confirmation balance from Subsidiary companies are replied within 5 working days after received complete information.
- To ensure the Schedule of Investment are prepared within 3 working days after the closing of general ledger and prepare the impairment testing for subsidiary and associated companies at each reporting date.
- To monitor and review the impact of new/updated MFRS and MASB's technical announcement on LTAT and Group Financial Statement.
- To manage system enhancement and monitor on the management of SAKBL in ensuring the system operation fun smoothly.

- To ensure the organisation chart (family tree) for subsidiary and associated companies are prepared accordingly.
- To ensure the Financial Policy and Guidelines are reviewed every 5 years.
- To ensure the Purchase Order Print (POP) to be approve for payment in 3 working days within the Limit of Authority.
- To prepare LTAT Annual Budget not later one month before the commencement of each financial year.
- To prepare approval paper, slides presentation for LTAT Annual Budget for Board approval.
- To check and ensure yearly final virement are prepared accordingly after year end closing for management approval.
- To ensure all accounting and reconciliation of Surian Tower completed within 7 working days after receiving report from Building Manager.
- To manage the operation of Subsidiaries Companies (Irat and SPV)
- Perform duties as Quotation Committee and authorized payment approver through the AFFINMAX Affinonline.com according to the authorized limit (Approver).

Qualifications:

- a) Bachelor Degree in Accountancy from recognised University.
- b) Member of Malaysian Institute of Accountants.
- c) Minimum 10 – 15 years of working experience
- d) Minimum 5 years experience in managerial role (accounting and finance line).

Knowledge/skills

1. Good knowledge on accounting treatment, standards and policies as well as good understanding in Malaysian Financial Reporting Standards (MFRS).
2. Proficient in handling financial system e.g. SPBL, SAKBL and integration system.
3. Proficient in Ms. Office (Word, Excel, PowerPoitnt).
4. Able to work under pressure to meet the deadline given and able to resolve accounting and operational issues.
5. Excellent interpersonal, communication and teamwork skills with all levels and other departments.
6. Possess leadership skills, multi-tasking and time management skills, with the ability to prioritize tasks.
7. Good rapport with internal, other government agencies and people management.

DEPARTMENT : LEGAL AND SECRETARIAL

Position : Manager

Unit : Legal

Position Summary:

Responsible to support the existing legal team and oversee overall corporate secretarial function.

Key Accountabilities:

1) General Responsibility

- To assist the Head in managing the Department in delivering its functions to clients (internal and external) including stakeholders, among others the following:-
 - All deliverables on legal department; and
 - All deliverables on secretarial unit including to act as the secretary for the meetings of the organisation.
- Assist the Head to monitor and manage administrative including putting work standards process and compliance. This will include provision of mentoring and guidance to the team.
- Assist the Head to interact across the functional teams.

2) Areas of Responsibilities (Legal)

- To support the existing legal team.
- To review, comment and advise clients on all legal matters arising.
- To draft legal documents.
- To provide opinions and/or review the draft opinions prepared by the Senior Executive for internal/external clients.
- To conduct research on relevant subject matters, if needed.
- To sanitise the works of the Senior Executive, if needs be.
- To liaise with legal counsels for all legal matters or depending on projects assigned to the Manager.
- To keep track of any Surat Pekeliling related to LTAT to ensure compliance, if needs be.

3) Areas of Responsibility (Secretarial)

- To support the secretarial function.
- To oversee the corporate secretarial function and coordination of the corporate secretarial works across the functional division/department.
- To advice clients on all secretarial matters including compliance with Companies Act 1965 and Lembaga Tabung Angkatan Tentera Act.
- To attend Board Meetings or Investment Panel Meetings or Management Meeting or any other subcommittee of the Board, upon assignment by the Head of Department.
- To review the minutes of meeting, prepared by the Senior Executive if needs be.
- To be responsible to charter calendar of meetings for Board and committees of the Board.
- To draft minutes of meeting for the relevant committees assigned to the Manager.
- Will be responsible to ensure that all administrative works of the meetings or subcommittees' meetings.
- To ensure compliance with corporate governance pf LTAT including developing any forms of frameworks or policies.

- To keep track of any new laws and undertake necessary research to ensure LTTA's compliance and/or to adopt best practise for governance.
- Other matters that will be assigned by the Head of Department in relation to all legal and secretarial matters.

Qualifications:

- a) Minimum Bachelor Degree in Law.
- b) At least 10 years or experience in Legal and Secretarial Department or reasonable exposure for secretarial related matters but with 10 years of legal experience.

Knowledge/skills:

- a) Excellent interpersonal and communication skills (written and spoken).
- b) Good understanding of legal and secretarial roles.
- c) Ability to manage tight deadlines and work under pressure.
- d) Results driven and possess leadership qualities.
- e) Ability to deal with people at all levels

DEPARTMENT : LEGAL AND SECRETARIAL

Position : Assistant Manager

Unit : Secretarial

Position Summary:

Responsible to support the existing legal team and oversee overall corporate secretarial function.

Key Accountabilities:

1) General Responsibility

- To assist the Head in managing the Department in delivering its functions to clients (internal and external) including stakeholders, among others the following:-
 - All deliverables on legal department; and
 - All deliverables on secretarial unit including to act as the secretary for the meetings of the organisation.
- Assist the Head to monitor and manage administrative including putting work standards process and compliance. This will include provision of mentoring and guidance to the team.
- Assist the Head to interact across the functional teams.

2) Areas of Responsibilities (Legal)

- To support the existing legal team.
- To review, comment and advise clients on all legal matters arising.
- To draft legal documents.
- To provide opinions and/or review the draft opinions prepared by the Senior Executive for internal/external clients.
- To conduct research on relevant subject matters, if needed.
- To sanitise the works of the Senior Executive, if needs be.
- To liaise with legal counsels for all legal matters or depending on projects assigned to the Manager.
- To keep track of any Surat Pekeliling related to LTAT to ensure compliance, if needs be.

3) Areas of Responsibility (Secretarial)

- To support the secretarial function.
- To oversee the corporate secretarial function and coordination of the corporate secretarial works across the functional division/department.
- To advice clients on all secretarial matters including compliance with Companies Act 1965 and Lembaga Tabung Angkatan Tentera Act.
- To attend Board Meetings or Investment Panel Meetings or Management Meeting or any other subcommittee of the Board, upon assignment by the Head of Department.
- To review the minutes of meeting, prepared by the Senior Executive if needs be.
- To be responsible to charter calendar of meetings for Board and committees of the Board.
- To draft minutes of meeting for the relevant committees assigned to the Manager.
- Will be responsible to ensure that all administrative works of the meetings or subcommittees' meetings.
- To ensure compliance with corporate governance of LTAT including developing any forms of frameworks or policies.

- To keep track of any new laws and undertake necessary research to ensure LTTA's compliance and/or to adopt best practise for governance.
- a) Other matters that will be assigned by the Head of Department in relation to all legal and secretarial matters.

Qualifications:

- c) Minimum Bachelor Degree in Law.
- d) At least 10 years or experience in Legal and Secretarial Department or reasonable exposure for secretarial related matters but with 10 years of legal experience.
- e) Staff in Grade 19 who passed KPSL exam.

Knowledge/skills:

- f) Excellent interpersonal and communication skills (written and spoken).
- g) Good understanding of legal and secretarial roles.
- h) Ability to manage tight deadlines and work under pressure.
- i) Results driven and possess leadership qualities.
- j) Ability to deal with people at all levels.

DEPARTMENT : LEGAL AND SECRETARIAL

Position : Senior Executive

Unit : Legal and Secretarial

Position Summary:

Responsible to support the existing legal and secretarial team.

Key Accountabilities:

- 1) Areas of Responsibilities (Legal)
 - To support the existing legal team.
 - To review, comment and advise clients on all legal matters arising
 - To draft legal documents and interact with the document owners for information and fact finding.
 - To manage the compliance of the legal documents with the process owner.
 - To liaise with legal counsels for all legal matters or depending on projects assigned to the Senior Executive including attending meetings.
- 2) Areas of Responsibility (Secretarial)
 - To assist and support the secretarial function.
 - To advise clients on all secretarial matters including compliance with Companies Act 1965 and Lembaga Tabung Angkatan Tentera Act.
 - To sit for the Board Meetings or Investment Panel Meetings or subcommittee of the Board and prepare the minutes of meeting of the said meeting.
 - To assist to charter calendar of meetings for Board and committees of the Board.
 - Will be responsible to ensure that all administrative works of the meetings or subcommittees' meetings.
 - To ensure compliance with corporate governance of LTAT including developing any forms of frameworks or policies.
 - Other matters that will be assigned by the Head of Department in relation to all legal and secretarial matters.

Qualifications:

- a) Minimum Bachelor Degree in Law.
- b) At least 3-4 years or experience in Legal and Secretarial areas.

Knowledge/skills:

- a) Excellent interpersonal and communication skills (written and spoken).
- b) Good understanding of legal and secretarial roles
- c) Ability to manage tight deadlines and work under pressure.
- d) Results driven and possessed leadership qualities.
- e) Ability to deal with people at all levels.

DEPARTMENT : COMMUNICATION

Position : Assistant Manager

Unit :

Position Summary:

Responsible for assisting the development, coordination and implementation of Public Relations, brand, stakeholder management and marketing communications, comprising both internal and external strategies and executive initiatives to ensure LTAT can achieve its mandates and objectives to remain reputable, credible and trusted by all relevant stakeholders in line with LTAT's brand value. Job scope includes to assist the Manager/Head of Department and to supervise team members in day-to-day operation.

Key Accountabilities:

1. **Corporate Communications:** To assist Manager/HOD to develop and implement LTAT's internal and external communications strategy and plans and to ensure it is aligned with LTAT's corporate objectives.
 - a. To assist on developing an appropriate approach and plan for communications projects/deliverables based on stakeholders' input/information, needs and requirements, and available assets.
 - b. Media Relations: To assist Manager/HOD on planning, implementing and managing media relations strategies encompassing;
 - i. Strengthen LTAT's corporate image via good relationships with the media,
 - ii. Assist to build media relations via media relations program and arrange media visits with the objective of achieving favourable media exposure, coverage and messaging alignment; and
 - iii. Assist in managing data/insights via media monitoring data provided by the appointed agencies to ensure effective issues management of LTAT's reputation.
 - c. Corporate Publications: To plan and management workflow and schedule for the preparation of reports such as Annual Report, and corporate contents. Duties of managing corporate publications encompassing;
 - i. LTAT's Annual Report must be prepared based on adherence to key deadlines, following key requirements of obtaining approvals from the Ministry of Defence and other related regulatory bodies;
 - ii. Assisting on project tracking, content management of other LTAT's corporate publication such as brochures, flyers, email blasts, booklets, written Q & A, background briefing, etc; and
 - iii. Providing guidance and content management input to graphic/audio visual production team members with the objective of producing high-quality communication tools.
 - d. Crisis Communications: To assist the Manager/HOD to manage all crisis communications plans (related to media) and prepare media statement to be

disseminated including working with Risk Management and Compliance Department on ensuring successful implementation of LTAT's Business Continuity Management (BCM) plan.

2. **Stakeholders Management:** To assist the Manager/HOD to manage all crisis communications plans (related to media) and prepare media statement to be disseminated including working with Risk Management and Compliance Department on ensuring successful implementation of LTAT's Business Continuity Management (BCM) plan.
 - a. Stakeholders' Database and Relationships – to coordinate and work with strategic partners such as all 3 corporations under LTAT (PERHEBAT, PPHM & PERNAMA) and offices under Ministry of Defence (MINDEF) such as JHEV to develop LTAT's key stakeholders' database, develop and maintain good relationship with LTAT's key external stakeholders (MOF, EPU, etc).
 - b. Creation of Communication Plans – Assist Manager/HOD on the development and implementation of communication plan with internal and external stakeholders, developing and proposing initiatives that aim at strengthening LTAT's relationships with key external stakeholders.
 - c. Management of Parliamentary Question – To assist in receiving, distributing and coordinating parliamentary question with regards to LTAT operation from Parliament Unit, Ministry of Defence to the designated parties and to ensure the answers are being submitted before the deadline.
 - d. Cross-functional teams' coordination and support – To coordinate with protocol officers liaising with Government entities such as ministerial visits, ceremonies, meetings or special events, providing support to internal teams such as Contributors Management Department (CMD) via providing content/communications tools to support briefings with contributors (physical/virtual).
 - e. Social Media – Responsible to publish content for LTAT's internal and external channels including social media channels and to respond to queries related to Communications function which arise from LTAT's social media channels which includes Facebook, Twitter and Instagram.
 - f. Internal Communications – To lead supervisors in developing internal communication strategy with staff at all levels using various platform such as intranet, MS Teams, townhall session, email and other channel.
3. **Brand & Marketing Communications:** To assist Manager/HOD to develop and implement LTAT's branding and marketing communication plans, tools and activities. To develop content and responsible for managing digital channels and social media management.
 - a. To support Manager/HOD on the development and implementation of brand and marketing communications plans to drive LTAT's reputation and brand credibility as well as wholly owned subsidiaries brand.

- b. To lead and work across teams and collaborate with internal departments and external relevant business functions such as advertising or media agency in accordance with the brand communication strategy and plan.
- c. To ensure that LTAT's brand and identity are adhered to in all campaign materials, promos and encompassing all communication channels.
- d. To lead and work together with graphic designers, web developers and videographers on publications, graphic contents, or projects.
- e. To manage monthly schedule plan for social media and to manage content creation for all social media accounts, including marketing campaigns (promo), graphics and text posts.
- f. To lead, guide and support on designing, script writing and production of all LTAT audio visual communication tools.
- g. Responsible for completion of post-campaign reports and review for all programs including port-mortem analysis.
- h. To lead in management of LTAT's digital channels i.e. website, all social media channels and Intranet content are accurate, relevant and up to date. This includes posting or responding to queries related to Communications function which arise from LTAT's social media channels which includes Facebook, Twitter and Instagram.

4. **Corporate Events:** To work with Manager/HOD for organizing and managing a wide range of internal and external events including press conferences and other corporate events in collaboration with the relevant parties/agencies. The scope of the role has widened as LTAT hold virtual events such as webinars or briefing on the internet.

- a. Assist Manager/HOD to develop concept, overall plan and work closely with internal or external stakeholders and gathers information related to LTAT's corporate event. This includes manage the writing and editing communications material which includes speech text, emcee scripts, banners and buntings as well as event program booklet.
- b. To work with teams to develop overall budget as well as category-specific budget for certain elements of the event, including manage vendors/suppliers to negotiate quotations for various services and products related to the event.
- c. To identify opportunities to cut down costs or reallocate funds to ensure that the project stays on budget and manage the preparation of event logistics and post-event review.

5. **Other Duties and responsibilities:**

- a. To coordinate and preparation of departmental annual budget and work plans; and
- b. Performing and undertaking any other ad-hoc duties and responsibilities as may be assigned by superior/management from time to time.

Qualifications:

- a) Minimum Bachelor Degree in Public Relation/Business Writing/Communications/Brand Marketing or any similar disciplines.
- b) Minimum of 3-5 year of experience.

Knowledge/skills:

- a) Creative mind and good interpersonal and communications skills (spoken and written) in English and Bahasa Malaysia.
- b) Ability to manage tight deadlines and work under pressure.
- c) Results driven and possessed leadership qualities.
- d) Ability to deal with people at all levels.
- e) Well versed in Ms Office (Word, Excel and PowerPoint) and ability to use basic design software.
- f) Success oriented, teamwork, easily adaptable to change, analytical and able to plan, lead, organise and execute task.