

DEPARTMENT : TRANSFORMATION MANAGEMENT

Position : Assistant Manager

Unit : Change Management

Position Summary:

Responsible to support the Manager and/or Head of Dept in leading, initiating and overseeing activities within the Transformation Management Dept to achieve to following objectives:

- Managing the overall organisation-wide Transformational initiatives to ensure the achievement of the key Transformation goals of LTAT.
- Planning, formulating, developing and communicating initiatives which are strategic to LTAT's Transformation Plan.
- Planning, formulating, developing, collaborating and executing change management activities within the organization.

Key Accountabilities:

- a) Facilitate project management to ensure the execution of all strategies/initiatives to support the overall strategic plan of LTAT in line with the Transformation agenda.
- b) Develop and implement project management templates for standardization of monitoring across the organization.
- c) Coordinate and facilitate engagements on departmental initiatives.
- d) Compile data, analyse the progress of initiatives and prepare regular reports for the Management and Board.
- e) Identify and implement change management activities to support transformational change within the organisation.
- f) Able to use analytical thinking to evaluate issues and solve problems in meeting deliverables as well as to undertake additional tasks assigned by superior(s) as and when required.
- g) Assisting and collaborating in other activities within the Chief Executive's Office.

Qualifications:

- a) Minimum of 5 years of working experience
- b) A recognized Bachelor's degree in relevant field.

Knowledge/skills:

- a) Skilled in Microsoft Office tools particularly Excel, PowerPoint and Word.
- b) Able to work with minimal supervision.
- c) Possess good writing skills (Bahasa and English).
- d) Excellent interpersonal and communication skills (written and spoken).
- e) Excellent teamwork skills and has willingness and ability to work with people from diverse background and skills.
- f) Receptive towards innovative solutions to increase work productivity and efficiency.
- g) Possess analytical thinking, good communications skills and ability to clearly articulate ideas as well as build rapport effectively.

DEPARTMENT : TRANSFORMATION MANAGEMENT

Position : Senior Executive

Unit : Change Management

Position Summary:

Responsible to assist in undertaking activities within the Transformation Management Dept to achieve to following objectives:

- Managing the overall organisation-wide Transformational initiatives to ensure the achievement of the key Transformation goals of LTAT.
- Planning, formulating, developing and communicating initiatives which are strategic to LTAT's Transformation Plan.
- Planning, formulating, developing, collaborating and executing change management activities within the organization.

Key Accountabilities:

- Assist in facilitating project management to ensure the execution of all strategies/initiatives to support the overall strategic plan of LTAT in line with the Transformation agenda.
- Assist in developing and implementing project management templates for standardization of monitoring across the organization.
- Assist in coordinating and facilitating engagements on departmental initiatives.
- Compiling data, analysing the progress of initiatives and preparing regular reports for the Management and Board.
- Assist in identifying and implementing change management activities to support transformational change within the organisation.
- Able to use analytical thinking to evaluate issues and provide potential solutions in meeting deliverables as well as to undertake additional tasks assigned by superior(s) as and when required.
- Assisting and collaborating in other activities within the Chief Executive's Office.

Qualifications:

- A recognized Bachelor's degree in relevant field.
- Minimum of 1-3 years of working experience.

Knowledge/skills:

- Proficient in Microsoft Office tools particularly Excel, PowerPoint and Word.
- Able to work with minimal supervision.
- Possess good writing skills (Bahasa and English).
- Excellent interpersonal and communication skills (written and spoken).
- Excellent teamwork skills and has willingness and ability to work with people from diverse background and skills.
- Receptive towards innovative solutions to increase work productivity and efficiency.
- Possess analytical thinking, good communications skills and ability to clearly articulate ideas as well as build rapport effectively.