



## Vacancies

The **Sarawak Timber Association (STA)** currently has about 600 member companies. A small team of dedicated staff in the Secretariat executes the work of the Association under the STA Council. Both the Association and one of its wholly-owned companies, STA Training Sdn Bhd. (STAT), are now looking for suitable candidates to fill the following vacant positions.

### **(1) SECRETARY (STA)- 1 Position**

Principal accountabilities: Assists in and/or handles matters related to Membership; carries out routine secretarial assignments, including dictated, written or composed correspondence; performs a variety of general clerical duties; provides supervision and work coordination of others; and performs related duties as required.

### **(2) TECHNICAL & RESEARCH OFFICER (STA) – 1 position**

Principal accountabilities: Assists Secretariat to provide technical and research support for members; coordinates all related activities between research organizations and members. Traveling to do field work will be required.

### **(3) MEMBER SERVICES OFFICER (STA) – 1 position**

Principal accountabilities: To provide services to STA members which include handling trade matters, monitoring timber markets, coordinating and organizing events/meetings, and dissemination of information. Traveling to do field work will be required.

### **(4) IT OFFICER (STAT) – 1 position**

Principal accountabilities: Designing and managing a database for registering workers under training using Microsoft Access or other similar software, producing training-related videos using Ulead VideoStudio or other similar software and maintaining the Company's website and network..

### **(5) TRAINING OFFICER (STAT) - 1 Position**

Principal accountabilities: Maintains communication with management of logging camps handles public relation matters of the Company, assists STA members in ensuring effective use of their employees' skills via training. Extensive traveling to the field and logging camps will be required

An attractive remuneration package commensurate with his/her qualifications and working experience awaits the successful candidates.

For all positions, preference will be given to candidates with at least two years' working experience, who possess good communication and languages skills, are independent and mature. Good interpersonal skills and the ability to be a team player are vital. Appropriate degree/professional qualifications are expected. Individuals with the relevant qualifications and experience are invited to submit an application to fill the vacancies (indicating on the envelope the position applied for) together with (1) a resume (2) a photocopy of education/training certificates (3) a statement of expected monthly salary (4) contact address and telephone and (5) a recent passport size photo (non-returnable) to

Chief Executive Officer  
Sarawak Timber Association  
11 Floor, Wisma STA  
26, Jln Datuk Abang Abdul Rahim  
93450 Kuching, Sarawak

Applications without the full information required or appropriate qualification will be rejected. The closing date for all applications is **Monday 22 February 2010**. Only short-listed candidates will be called for interview.