

VACANCIES

With our Land Custody and Development Authority (LCDA) Group's current business expansion and in tandem with our mission of developing Excellent Sarawak through practicing excellent corporate governance and working culture, we seek qualified, dynamic, result-oriented, dedicated, self-motivated and visionary individual to fill the vacancies for the posts under each of our wholly-owned subsidiary Company as follows:

(A) LCDA HOLDINGS SDN BHD

Applicants for the following posts should possess the necessary qualifications and/or related working experiences as follows:

1) JUNIOR EXECUTIVE

(a) Job Requirements

- A recognized Diploma in Secretarial Science or Stenography.
- Aged 25 years and above.
- Minimum of two (2) years on relevant working experience.
- Preferably female.

Responsibilities

- Managing and organizing the superior's schedule, including appointments, meetings and travel arrangements.
- Handling and screening phone calls and visitors.
- Maintaining an organized filing system as well as compiling and preparing meeting materials, equipment and resources.
- Providing assistance in communicating with internal and external customers.

(b) Job Requirements

- A recognized Diploma in Public Administration.
- Aged 25 years and above.
- Minimum of two (2) years on relevant working experience.

Responsibilities

- To assist in organizing and coordinating internal event as well as preparation for any activities and programs.
- To arrange for community dialogue and ensure their understanding on the projects.
- To assist in managing relationships with key stakeholders, including government bodies, regulatory agencies and investors.
- To assist in conducting land search and gathering the cadastral, topography & soil plan, land status and other relating land information for supporting development panning and land acquisition purposes.

2) MANAGEMENT ASSISTANT

Job Requirements

- Possess SPM or equivalent.
- Aged between 20 - 30 years old.
- Minimum of two (2) years on relevant working experience.

Responsibilities:

- Maintaining both physical and digital filing systems to ensure that documents are easy to find and properly stored.
- To do updating and monitoring of staff medical entitlement balances.
- To undertake general upkeep of office stationeries/supplies, record of stock and usage.
- To check invoices/statements of expenditure for payment instruction.
- To assist in typing of general correspondences and administrative matters.

3) JUNIOR MANAGEMENT ASSISTANT

Job Requirements

- Possess at least PMR/PT3.
- Aged between 20 - 30 years old.
- Preferably female.

Responsibilities

- To carry out cleaning of staff workstations, general office, function rooms and open areas on daily basis.
- To prepare and serve refreshment for meetings when necessary.
- To ensure all pantries are clean and well maintained.

(B) LCDA REAL ESTATE SDN BHD

Applicants for the following posts must possess the necessary qualifications and/or related working experiences as follows:

1) JUNIOR EXECUTIVE

Job Requirements

- Possess Diploma or Certificate in Town & Regional Planning.
- Aged 25 years and above.
- Minimum of two (2) years on relevant working experience.

Responsibilities

- Managing records, updating the Monitoring Data and handling correspondence related to property development.
- Organizing and filing project documents.
- Assisting with the preparation and monitoring of planning applications.
- Conduct Land Title Search work and to undertake purchasing of Cadastral Plan.

(C) LCDA AGRI BUSINESS SDN BHD

Applicants for the following posts must possess the necessary qualifications and/or related working experiences as follows:

1) PLANTATION MANAGER

Job Requirements

- A recognized Bachelor's Degree in Agriculture or equivalent.
- Aged 35 years and above.
- Minimum of ten (10) years on working experience in plantation management or a related field.
- Preferably male.

Responsibilities

- To assist Management in business decision making by providing technical support and accurate information as and when required.
- To ensure the successful management of sago and oil palm plantations.
- To coordinate implementation of clear workplan, Project Targets and Individual Key Performance Indicators (KPIs) and to determine the individual executive and field supervisor Work Plan and KPIs.
- To evaluate project performance & individual performance and to submit periodical performance report.
- To trouble-shoot project implementation issues in order to ensure projects are implemented and delivered on schedule.
- To supervise the employee under charge (develop their skill and knowledge set, work culture and set performance standard.
- To manage budget utilization, to ensure all budgeted projects are implemented on schedule and achieve set targets.
- To forge effective inter-agency collaboration to ensure projects are implemented on schedule.

2) SENIOR MANAGEMENT ASSISTANT

Job Requirements

- Possess at least SPM/SPVM or equivalent.
- Aged 30 years and above.
- Minimum of seven (7) years on relevant working experience.

Responsibilities:

- To provide necessary support service on general administration related to superior's daily management.
- To manage calendars and scheduling of meetings and appointments for the superior.

(D) PENGURUSAN HARTA PELITA SDN BHD

Applicants for the following posts must possess the necessary qualifications and/or related working experiences as follows:

1) TECHNICIAN

Job Requirements

- Possess Malaysian Skills Certificate (Sijil Kemahiran Malaysia) in Electrical Engineering with Level 2 from any institution certified by Jabatan Pembangunan Kemahiran Malaysia.
- Possess an EIU certificate wireman G1 or G2 equivalent in electrical is an added advantage.
- Aged 25 years and above.
- Minimum of two (2) years on working experience in related field.

Responsibilities

- Prepare schedule and coordinate all preventive maintenance activities.
- Communicate with other departments on any issues received or when required.
- Ensure service records are filed and maintained.
- Carry out preventive maintenance and testing of fire fighting equipment.
- Monitoring of facilities equipment with monitoring parameters identified so as to provide a means of knowing the performance of the equipment involved. Facilities equipment covers all equipment identified in the plant, such as air handling units, air conditioners, chillers, cooling towers, air compressors, exhaust fans, lightings, city water tanks, fire fighting tanks, city water pumps and piping distribution.

2) JUNIOR MANAGEMENT ASSISTANT (HANDYMAN)

Job Requirements

- Possess at least SPM/SPMV or equivalent.
- Attended Building Operation and Maintenance Handyman course Level 1.
- Aged between 20 - 30 years old.
- Minimum of two (2) years on working experience in related field.
- Preferable male.

Responsibilities

- Plumbing (repair toilets, flushes and dripping taps, piping).
- Electrical (replacing light, switches, fans, cleaning air-conditioning).
- General maintenance of facilities and operation (drainage flow in order, general repair, painting job, fix leakages, fit locks, hinges, handles and small items repair, lightings are on/off).
- General landscape and potted plant supervision and care.
- General safety and cleaning of surrounding common areas (no obstacles that can cause risk to the public).

Interested applicants are invited to submit detailed resume with current and expected salary, a recent passport-sized photograph (non-returnable), telephone contact number and copies of relevant certificates by **30 June 2025** to:

**HUMAN RESOURCE DIVISION
LCDA HOLDINGS SDN BHD
Level 4, Wisma Satok,
Jalan Satok, 93400 Kuching**

OR email to: info@pelita.gov.my

Invitation is open to Sarawakians only. All applications will be treated in strict confidence and applications received after the above closing date shall not be entertained by all means.

Only short-listed candidates will be notified.