



Position Title	ASSISTANT MANAGER
Company	TELEKOM RESEARCH & DEVELOPMENT SDN BHD
Work Place	TM INNOVATION CENTER, CYBERJAYA
Report To	HEAD OF HUMAN CAPITAL MANAGEMENT
Position Category	EXECUTIVE (BAND 1)
No of Vacancies	01

Responsibilities:

JOB'S SPECIFICATIONS

1. To assist OSHE/IR/R Manager plan, formulate and implementing Occupational Safety & Health (OSH) activities for the company as stated in the Occupational Safety & Health Act (OSHA) & other legislations required. The activities covers:
 - i. Advice Management of TMR&D on OSH matters related to OSHA & FMA legislation
 - ii. Secretary to OSH committee
 - iii. Inspect Workplaces at least once in 2 months
 - iv. Investigate, report and analyze any OSH accidents
 - v. OSH activities in TMR&D (compliance [CF, CHRA, medical surveillance, etc], promotion, campaign & training)
 - vi. Assist research group on the project implementation (HIRARC, confined space work & working at height)
 - vii. Act as consultant for OSH development program internally
 - viii. As a reference centre for any issues related to OSH.
 - ix. Emergency response and preparedness
 - x. Review and update OSH MS document accordingly
 - xi. Liaise with stakeholders

2. To Plan, Formulate and Implementing environmental activities activities for the company as stated in the Environmental Quality Act (EQA) & other legislations required. The activities covers:
 - i. Advice Management of TMR&D on environmental matters related to EQA legislation

- ii. Identify environmental aspects and impacts from TMR&D operation.
- iii. Assist research group for application of any "Written Approval" to DOE.
- iv. Monthly environmental monitoring activities:
 - Air pollution
 - Water pollution
 - Soil pollution
- v. Schedule waste management (record, storage, packaging, transport & disposal)
- vi. Investigate, report and analyze any environmental accidents
- vii. Promote environmental activities (3R, conservation program, outreach)
- viii. Act as consultant for environmental development program internally
- ix. As a reference centre for any issues related to environment
- xii. Emergency response and preparedness
- xiii. Review and update ENV MS document accordingly
- xiv. Liaise with stakeholders

Requirements:

1. Degree in any field
2. Has attended SHO course at NIOSH
3. Registered with DOSH is advantage
4. Minimum 5 years experience