

Malaysian Technology Development Corporation Sdn Bhd (**MTDC**) is Malaysia's leading Integrated Commercialisation Solutions Provider. As an integrated Commercialisation Solution Provider, MTDC's role is to help create, nurture and promote technology companies in strategic thrust areas.

If you are dynamic, self-motivated, dedicated and able to think outside the box, we want to invest in you for the following position:

**Assistant Vice President / Senior Associates (Executive)**

**Job Function** : Portfolio Manager

**Job Responsibilities**

- To evaluate applications from companies, draft and present proposal papers for approval.
- To conduct disbursements according to the agreed milestones.
- To monitor the companies and ensure proper corporate governance practices on all recipient portfolio companies.
- To ensure all information about the portfolio companies are updated and uploaded into the database.
- To highlight all issues that may trigger significant impact to the business conditions of the portfolio company(ies) to the immediate supervisor.
- To utilise all available resources to assist the portfolio company(ies) in delivering their product(s) and service(s) within the planned timeline.
- To ensure that all activities conducted comply with internal and external standards, risk and compliance requirements.
- To impart/share knowledge of the MTDC's products and services through internal trainings and external networking events.
- To be equipped with the necessary knowledge and the latest developments in technology, financials and business matters through participation in the appropriate trainings, forums, seminars, conferences etc.

**Qualification, Experience and Skills**

- A Bachelor Degree in Accounting, Finance, Actuarial Science, Investment Analysis or other Bachelor Degree with MBA.
- A minimum of 3 years relevant working experience in processing approval paper in banking or investment sectors.
- Experience in loan / investment disbursement and monitoring
- Well versed in Microsoft Offices software especially Excel, Words, PowerPoint and Outlook
- Knowledge of current technology and government policies will be an added advantage
- Well informed of the current economic issue in Malaysia
- Able to think critically and perform reasonable analysis of the fund application and during investment monitoring
- Able to write in both English and Bahasa Malaysia
- Can clearly articulate the ideas in writing
- Able to present the paper both in English and Bahasa Malaysia
- Able to work as a team
- Strong organising skills, able to work under pressure and independent.

Interested candidates for the above position are kindly invited to submit or email a comprehensive resume, contact telephone number, current & expected salary and passport size photograph (n.r) to:



**Senior Vice President, Human Capital & Legal**

Human Capital Department  
Malaysian Technology Development Corporation Sdn Bhd  
Ground Floor, Menara Yayasan Tun Razak  
Jalan Bukit Bintang,  
55100 Kuala Lumpur.

Email : [recruit@mtdc.com.my](mailto:recruit@mtdc.com.my)  
Or fax to: 03-21635682

All applications will be treated in strictest confidence. Only shortlisted candidates will be notified.