

Manager, Professional Registries

Job Responsibilities

- Provide Secretariat Support for Professional Registration
- Develop and improve processes for the administration of Chartered Engineer Programme and all Professional Registries
- Audit periodically documentation of each professional registries and ensure that necessary corrective actions are taken where appropriate
- Organise activities with the objectives to generate interest and raise awareness of professional registration and the related benefits.
- Develop and maintain good working relationship with partner agencies and engineering organisation
- Prepare Professional Registries Operating Budget
- Provide weekly, monthly, and annual reports on the performance of Professional Registries based on data and feedback gathered
- Carry out duties of appointed Registrar for Chartered Engineer Registration and alternate Country Registrar for AER.
- Oversight new Registries or Departments as may be set up
- Preparation and update of Membership and Professional Registries SOP.
- Monitor website content related to Membership and Professional Registries and ensure that appropriate corrective actions are taken by the corresponding content owner where necessary.

Requirements:

- Preferably a degree or diploma in Engineering
- 2 years' experience in project management, compliance and working with national tripartite agencies
- Good leadership, possesses strong interpersonal, communication, networking, negotiation, and presentation skills

By submitting the application, you have agreed and consented to us collecting, using, retaining, and disclosing your personal data to prospective employers for their consideration. We regret that only shortlisted applicants will be notified.

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