

<b>Job Title</b>	Head of Corporate Service		
<b>Company</b>	Cradle Fund Sdn Bhd	<b>Date</b>	08 December 2023
<b>Department</b>	Corporate Services	<b>Unit</b>	-
<b>Reports to</b>	GCEO, BOD, BARGC & BNRC		

### Summary of Role

The Head of Corporate Services is a strategic leadership role responsible for overseeing and managing the efficient functioning of multiple critical units within the organization. This includes supervising:

- Human Resources (HR) and Administrative unit
- Finance unit
- Procurement unit, and
- IT unit

The role is pivotal in ensuring seamless coordination and collaboration among these units to support the overall corporate objectives and enhance organizational performance.

### Job Description & Responsibilities

1. Develop and implement strategic plans and policies for units under supervision.
2. Provide leadership and guidance to each unit, ensuring compliance with relevant laws, regulations, and corporate standards.
3. Oversee the recruitment, development, and retention of top talent within the organization.
4. Lead financial planning and budgeting processes, monitoring financial performance and recommending adjustments as needed.
5. Supervise procurement activities to optimize cost-efficiency and vendor relationships.
6. Direct IT strategies, ensuring the alignment of technology solutions with organizational goals.
7. Balancing the diverse needs and priorities of HR, finance, procurement, and IT functions.
8. Ensuring compliance to relevant laws and regulations.
9. Managing Group budget and Government funding while maintaining optimal service levels.
10. Driving cultural and organizational change to support evolving business needs.
11. Responsible for the budgeting and financial performance of multiple units.
12. Evaluate and recommend cost-saving measures to enhance overall organizational efficiency.
13. Assess and allocate resources effectively to meet departmental and organizational objectives.

<b>Qualifications &amp; Experience</b>	<p><b>Qualification</b> Bachelor's degree in Finance/Accounting, Human Resources, IT, or a related field.</p> <p><b>Experience</b> More than 15 years of relevant work experience Proven experience in a leadership role overseeing HR, finance, procurement, and IT functions. In-depth knowledge of relevant laws, regulations, and industry best practices.</p>
<b>Skills &amp; Competencies</b>	<p><b>Core Competencies</b></p> <ul style="list-style-type: none"><li>• Change management</li><li>• Driving performance</li><li>• Strategic thinking</li><li>• Results oriented</li><li>• Developing others</li><li>• Integrity</li><li>• Strong strategic thinking, decision-making, and problem-solving skills</li><li>• Excellent communication, interpersonal, and leadership abilities</li><li>• Demonstrated success in driving organizational change and fostering a positive corporate culture</li></ul> <p><b>Technical Competencies</b></p> <ul style="list-style-type: none"><li>• Financial Management</li><li>• Human Capital Management</li><li>• Contract Management</li><li>• IT Systems Management</li></ul>