

TASK DESIGNATION: Human Capital Development Internship
DEPARTMENT: Human Capital Development (HCD)
DIVISION/PILLAR: Integrated Services & Solutions Deployment (ISSD)
REPORTING TO: Head of Department, HCD
TASK DESCRIPTION
<ol style="list-style-type: none"> 1. Support the HCD Department’s Train & Place programme by facilitating the placement of trainees with industry partners. 2. Assist in business development activities to secure projects and promote HCD programs to potential stakeholders. 3. Contribute to the execution of initiatives related to workforce development, upskilling, competency enhancement, and job placement activities specially in the automotive sector. 4. Attend meetings with government ministries, agencies, and other stakeholders to perform duties, contribute ideas, and enhance the effectiveness of HCD programs. 5. Engage with potential participants and industry partners through various communication channels to promote HCD programs. 6. Assist in the preparation of reports and data analysis related to Human Capital Development Programme. 7. Support the promotion of MARii programs through internal and ministry-level public events. 8. Perform any other related tasks assigned from time to time by the immediate superior or the Management to support the department’s objectives.
COMPETENCIES
<ul style="list-style-type: none"> • Currently pursuing Bachelor’s Degree in Business Development or Business Administration or Marketing or Equivalent. • Possess a basic understanding of human capital development, with knowledge of the automotive industry and aftermarket sector. • Possess strong organizational skills, attention to detail and excellent communications skills (verbal and written). • Ability to work independently and collaboratively as part of a team with minimal supervision. • Proficient in Microsoft Office (Word, Excel, PowerPoint).