

TASK DESIGNATION: Industry & Policy Research Internship
DEPARTMENT: Industry & Policy Research (IPR)
DIVISION/PILLAR: Research, Innovation & Ecosystem Development (RIED)
REPORTING TO: Head of Department, IPR
TASK DESCRIPTION
<ol style="list-style-type: none">1. Assist the MPR team in auditing processes and audit assessments related to OEM incentive applications or other assigned audits.2. Assist in reviewing and checking financial statements to ensure accuracy.3. Collect and analyze data, including identifying inconsistencies or discrepancies.4. Attend meetings, workshops, or briefings organized by ministries, agencies, or relevant organizations as instructed by HOD.5. Perform data and financial statement checks for audit purposes within the automotive industry, based on commitments outlined in CBA applications.6. Participate in studies or research initiatives undertaken by relevant ministries or agencies, including future policy or implementation studies.7. Assist in organizing and participating in events or conferences directly or indirectly related to the division or company.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 Engineering or Computer Science or Data Analytics or Accounting or Economics or Business or Equivalent.• Proficiency in Microsoft Office (Word, Excel, PowerPoint).• Technical Proficiency: Ability to perform routine tasks using relevant tools and technologies.• Attention to Detail: High level of accuracy in handling data and documentation.• Communication Skills: Good and effective communication and written skills in Bahasa Malaysia and English.• Learning Agility: Ability to quickly learn and adapt to new processes, tools, and methodologies.• Team Collaboration: Ability to work effectively both independently and as part of a team.