



SELIA Group is today recognised as among the leading engineering and construction companies in Malaysia, and a major player in the ownership of infrastructures regionally and globally. Since our inception in 1984, the Group has strategically expanded our operation to include diversified business activities in Asset Management, Toll Operations, and Property Development. Having established a highly successful track record in our infrastructure developments and diversified business activities, SELIA Group enjoys a long-standing reputation for services, excellence and credibility in the industry.

With a dedicated staff force of more than **500** technical and non-technical personal, the Group has operations in Kuala Lumpur, Melaka, and Johor and has also established a strong presence in Ghana, Bosnia-Herzegovina and India. As a technology-driven company, SELIA Group constantly applies cutting-edge technologies to increase efficiency and competitiveness to ensure highest quality standards and reliability in delivery.

Built on a solid foundation of reputation, integrity, quality workmanship, professional management and innovation, the Group is recognised for our passion and commitment to the growth and prosperity of both our clients and our people.

Group Of Companies

- Selia Ekuiti Sdn Bhd
- Selia Selenggara Sdn Bhd
- Selia Selenggara Selatan Sdn Bhd
- Selia Selenggara Engineering Sdn Bhd
- Bina Masyhur Sdn Bhd
- Gemencheh Granite Sdn Bhd
- Southern Premix Sdn Bhd
- Vista Velocity Sdn Bhd
- City University Malaysia
- Ekuiti Facility Management Sdn Bhd
- Realis Sdn Bhd
- BH (India) PVT Ltd
- Opero Hotel
- Southkey Properties Sdn Bhd
- Southkey City Sdn Bhd
- MBI Development d.o.o
- BMIG d.o.o
- Timeless Prominence Sdn Bhd
- Selia Aerospace Technology Sdn Bhd
- SMR Selenggara (Pahang) Sdn Bhd

CAREER OPPORTUNITIES

Group Human Resources would like to provide some job opportunities for individuals who would like to explore and express their hidden talents. In view of this, we would like to extend some job opportunities to all **SeliaGroup** staff who is interested and would like to explore and express their hidden talents.

We also welcome you to forward any resumes from external which are relevant to these positions:

No	Positions	Job Responsibilities	Job Requirements	Location
1	Executive, Risk Management (SESB)	<p>1. Risk Management (RM) Activities</p> <p><i>1.1. Annual RM exercise</i></p> <ul style="list-style-type: none"> Support the coordination of the annual RM exercise of Selia Group. Support the review process and dissemination of templates to all Head of Companies (HOCs)/Head of Departments (HODs) The support system throughout the finalization of RM exercise. <p><i>1.2. Risk Register (RR) and Risk Action Plan (RAP)</i></p> <ul style="list-style-type: none"> Support and engage with all Risk Representative to complete the RR/RAP. Follow-up & compile of draft/final RR/RAP from all subsidiaries & departments. Address all queries from Risk Representatives on RR/RAP related issues. <p><i>1.3. Risk Meetings Arrangements (w/o Sr. Exec., an Exec to assume the roles)</i></p> <ul style="list-style-type: none"> Risk Management Meetings (RMM) incl. minute taker Risk Management Committee Meetings (RMCM) incl. minute taker RAP Challenge Meetings (RAPCM) incl. minute taker <p><i>1.4. Risk Reporting and Monitoring</i></p> <ul style="list-style-type: none"> Support the preparation draft of GRM CEC deck on a quarterly basis KPI report for subsidiaries on a quarterly basis / half-yearly Assist the preparation of HOD report on a monthly basis <p><i>1.5. Others</i></p> <ul style="list-style-type: none"> ERM System Administrator Liaise with risk coordinators for any risk related issues PIC for preparation of risk awareness materials on a weekly basis Assist the preparation of GRM Business Plan & Budget Assist the establishment and/or review of GRM SOPs Arrange and obtain information on risk management training, conference, etc. Other risk management administrative matters 	<ul style="list-style-type: none"> Bachelor Degree in Business Administration, Risk Management, Management and other related field. Relevant working experience in Risk Management and exposure in Integrity, Business Continuity Management and Environment Social and Governance (ESG) related within 1-3-years Good communication, interpersonal skills and customer relation management with high proficiency in verbal and written English and Bahasa Melayu. Strong analytical skills and able to evaluate, form logical conclusions and reason with facts. Good in IT skills. Positive work attitude, flexible, able to work independently and willing to take on challenges. Willing to travel within Malaysia and abroad. Professional certifications such as risk, BCM and ESG related would be an added advantage. 	Kelana Jaya

		<p>2. Anti-Bribery and Corruption (ABC) / Business Continuity Management (BCM)/Environment Social & Governance (ESG) matters and assist in the following :</p> <ul style="list-style-type: none"> • Assist the implementation of ABC/BCM/ESG Program • Arrange & obtain information on ABC/BCM/ESG training with SPRM/other agencies • Assist the conduct of ABC /BCM/ESG awareness and implementation • Assist to develop the ABC/BCM modules/SOPs • Other ABC/BCM/ESG administrative matters 		
2	Internal Audit Executive (SESB)	<ul style="list-style-type: none"> • Lead, supervises audit team and conducting audits in assigned areas of responsibility. • Lead, supervises audit team and conducting audits in assigned areas of responsibility. • Ensures maintenance of high departmental standards and quality of audit projects by: • prepares and review of Audit Planning Memorandum, audit programs and time budgets; • implementation of policies and establishment of procedures covering the scope of audits; • perform risk assessment to identify the high risk area to determine audit scope; • review and evaluation of work papers of completed projects to be certain that adequate documentation has been gathered and that the work papers document and provide an adequate basis for reporting; and • prepares, review of draft audit reports in connection with work papers to assure full and complete reporting in a professional manner prior to approval by the Head of Internal Audit. • Identifies and analyses causes of uneconomic, ineffectiveness and inefficient practices in assigned areas of responsibility. Assess alternatives that might yield desired results. • Assures follow up of audit findings to ensure adequacy and timeliness of correction. 	<ul style="list-style-type: none"> • Degree in any discipline. • 1 year related working experience in auditing and related working experience. • Good communication, interpersonal skills. • Good in verbal and written English. • Good in IT skills. • Good work attitude, flexible, able to work independently and willing to take on challenges. 	Kelana Jaya

3	Operation Executive (SMR)	<ul style="list-style-type: none"> • Conduct site visit and assessment / data collection based on lists received from client for verification • Assist AM on preparation proposal for Notification of Defects consist of descriptions, Bill of Quantity, Drawings, Mapping, Photos etc. for Pavement and Non-Pavement works • Attend complaints from Client for verification and confirmation • Attend and manage emergency works whenever required and update to superior and Client from time to time • Attend subcontractor kick-off meeting and other subsequent meetings as and when instructed by Area Manager • Assist AM in monitoring on-going works and ensure all are in accordance to such as specification, timeline, method statement. Implement any corrective and preventive actions • Perform and witness any joint inspection, measurement and testing works involved • Conduct joint visit with Client for works completed for verification and submission for certification completion • Preparation and update progress status for any category works involve routinely basis • Assist AM on preparation documentations based on work done verified approval to Safety Officer and submit to contractor payment and submission to Client for certification completion and recommendation for payment. • Submission approved documentations by Client to HQ for claim submission purposes • Assist AM to check and verify subcontractor documentations based on work done and BoQ prior submission to Contract for payment • Assist AM to manage and ensure documentations for Certificate of Making Good Defects 	<ul style="list-style-type: none"> • Diploma / Degree in Civil Engineering • Min. 1 – 2 years and above working experience in road maintenance field and any construction works • Skills in application use for day-to-day works (e.g Microsoft Office, Microsoft Projects, Drawing, GIS / Road inventories fundamental etc.) • Good in communication & presentation skills 	Maran, Pahang
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4	Site Supervisor (SMR)	<ul style="list-style-type: none"> • Provide leadership and supervise the work team in order to ensure team work at its best and motivated in order to achieve the weekly/ daily work schedule. • In conjunction with Site Engineer, develop master weekly/daily work schedule of the projects for implementation. • Coordinate work effectively in conjunction with the clients representative, consultants and other related parties. • Ensure effective supervision of each work activity in order to monitor and control the cost that effects the projects implementation. • Ensure effective physical inspection of materials and records on order to evaluate the performance of subcontractors and suppliers • Ensure effective team performance through discipline and motivation and eventually prepare objectively the annual performance evaluation of each team member • Ensure effective coordinate of all dealings with suppliers and subcontractors. 	<ul style="list-style-type: none"> • Diploma / Certificate in Civil Engineering or its equivalent • 1-3 years' experience • Experienced in construction of highways and bridges / building • Good work attitude, able to work independently and willing to take on challenges. • Good in communication skill 	Kuantan, Pahang
5	Site Clerk (SMR)	<ul style="list-style-type: none"> • Responsible for fast and efficient typing of letters, document and reports • Able to update record in the system related to NCR, progress or any data require for tracking and reports • Responsible for maintaining proper filing system, file, keep the records and documents accordingly and ensure the trace ability of each document. • Responsible for efficient faxing, photocopying and binding document. • Arranging incoming and outgoing correspondence, memo and document. • Responsible in monitoring staff request and claims • Attend phone call effectively and record all messages whenever necessary. • Regular check and record the inventory of the stationeries, company's asset and responsible for office's asset and equipment movement and usage. 	<ul style="list-style-type: none"> • SPM/STPM or its equivalent • Min 1 year of experience in related field • Skills in application use for day-to-day works (e.g Microsoft Office, Microsoft Projects, Drawing, GIS / Road inventories fundamental etc.) • Good work attitude, able to work independently and willing to take on challenges. • Good in communication skill 	Temerloh, Pahang

		<ul style="list-style-type: none"> • Arrange meeting venue and other necessity when instructed. Take up minutes of meeting and distribute after confirmation. • Control, monitor, compile and record petty cash recoupment and conduct monthly bank reconciliation. • Compile all documents related to subcontractor's claim • Perform other task as instructed by the superior from time to time. 		
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HOW TO APPLY:

If you find any position suitable for you and you require a change in your present career, you may forward us your application.

- Please fill in the Internal Job Application form and state the code of the position applied for. You are required to hand in your latest or current job description and task.
- The closing date for this application would be on **June 30, 2025**, you may send your application via email at recruit@seliagroup.com
- All application will be treated as Private & Confidential.