

## **Assistant Manager - Project Development**

Jaks Power Sdn Bhd  
Selangor - Petaling Jaya

### **Job Description**

Job Purpose:

1. Member of the Power Division led by Project Director (PD).
2. Assist and support uplines in their responsibilities (PD/General Manager / Project Manager).
3. Support the development of power projects for Group from feasibility/inception up to project closure.
4. Coordinate and work with the project implementation teams (comprising internal and external resources / HQ and site office / associates / partners / lenders / authorities etc) for successful project.

### **Key Responsibilities**

1. Conduct investment appraisals/feasibility analysis and due diligence of potential projects – technically and commercially. Run Initial Financial Models.
2. Prepare reports, presentations, relevant correspondence and supporting documents for management, investors, regulators and lenders as required.
3. Support preparation and execution of contract(s) and tender documents e.g. PPA, EPC, consultancy and other relevant project agreements from inception until completion.
4. Support the management of project(s) within schedule, budget and scope.
5. Coordinate tasks/works between HQ, representative office, site office and other. parties for timely and proper completion.
6. Supervise relevant consultants from service commencement until completion as required.
7. Undertake any other tasks as instructed by the General Manager and PD from time to time.

### **Requirements:**

1. Bachelor's Degree in Engineering, Project Management or Finance with a minimum 4 years of working experience, preferably in the power industry.
2. Has worked in a power plant utility/IPP in a project development capacity OR in a consultancy company on a project involving a power plant development and construction. Background in thermal and/or solar PV power plants would be an advantage.
3. Financial modelling knowledge and capability is required.
4. Possess good commercial sense, experienced in handling contracts and contract-related matters, knowledge in project management.
5. Excellent interpersonal and communications skills both written and verbal.

6. Strong proficiency in English is a must. Ability to converse in Mandarin would be an added advantage.
7. Mature, self-initiative, able to coordinate, works well in a team.
8. Versatile, adapts well to challenging situations and able to accommodate extended working hours and travel at short notice, where situations require.

### **Company Overview**

We are a Subsidiary Company i.e Jaks Power Sdn Bhd to a Public Listed Group of Companies with diverse industry of expertise mainly power supply, construction, infrastructure, property project development, sewerage and resources project management based in Petaling Jaya and due to our business expansion, we are seeking to appoint a motivated and result orientated candidate to join our team.