



SEAMEO RECSAM, Southeast Asian Ministers of Education Organization-Regional Centre for Education in Science and Mathematics, was established in 1967 to nurture and enhance the quality of science, mathematics and technology education in the SEAMEO Member Countries. We have achieved national, regional and international recognition as a Centre of Excellence.

Our Mission: To promote and enhance Science and Mathematics Education in the SEAMEO member countries.
Our Vision: Leading Centre for quality science and mathematics education.

**We are now inviting qualified and motivated Malaysians to join us as:
TECHNICAL ASSISTANT (Contract) – (Knowledge Management Unit)**

SALARY SCHEME	RS6 Grade 2
SALARY	RM 1,545.00 – RM 4,821.00
ALLOWANCES	Service Allowance : RM 115.00 Housing Allowance : RM 300.00 Cost of Living Allowance : RM 350.00

REQUIREMENTS

- 1) Qualifications:
 - a. Minimum SPM or Diploma/Professional Certificate in a technical field such as Mechanical Engineering, Electronics, Information Technology, SKM Grade 3 or equivalent will be an added advantage
 - b. Experience working in a technical environment or Knowledge Management Unit & Learning Space is preferred.
- 2) Skills:
 - a. Basic knowledge of the use and maintenance of Makerspace equipment such as 3D printers, laser cutting machines such as drone, robotics, based programming graphic design.
 - b. Ability to troubleshoot technical problems quickly and accurately.
 - c. Ability to handle equipment with care and safety.
 - d. Strong communication skills to guide users effectively.
- 3) Personal Traits:
 - a. Detail-oriented, responsible, and disciplined.
 - b. Ability to work independently and as part of a team.
 - c. A strong interest in technology and manufacturing.

APPLICATION

- 1) Application forms can be obtained from Administration (Service), SEAMEO RECSAM during office hours or via website <http://www.recsam.edu.my/index.php/about-us/vacancy>
- 2) Completed application forms, together with certified true copies of relevant certificates and documents, must be forwarded in a sealed envelope sized 229mm x 324 mm and addressed to:

**Director
SEAMEO RECSAM
Jalan Sultan Azlan Shah
11700 Gelugor
Pulau Pinang**

- 3) Please indicate on the upper left corner of the envelope the post applied and the closing date. Proof of posting is not proof of receipt.

- 4) Only qualified applicants will be called for interview. Candidates who do not receive any replies three (3) months after the closing date may consider their applications unsuccessful.
- 5) Closing date: **31 July 2025**

Technical Assistant (Knowledge Management Unit), RS6

Division: Training & Research Division Unit: KMU

Qualification: *Sijil Pelajaran Malaysia (SPM) or SPMV or Diploma/Professional Certificate in a technical field*

Work Experience: *With vocational experience*

Job Description:

1. Maintenance and Technical Support:

- I. Assist in the installation, maintenance, and repair of Knowledge Management Unit & Learning Space equipment such as 3D printers, laser cutting machines, CNC machines, and other electronic equipment ; drone robotics
- II. Provide technical support to Knowledge Management Unit & Learning Space users including students, teachers, and staff.
- III. Perform diagnostic tests to ensure that equipment is functioning properly.

2. Inventory Management:

- I. Manage stock of materials such as 3D printing filaments, wood, acrylic, and electronic components.
- II. Ensure inventory is always sufficient and place orders for materials when needed.

3. Supporting Activities and Workshops:

- I. Assist in conducting workshops, training, and activities at Knowledge Management Unit & Learning Space.
- II. Prepare necessary equipment and materials before workshops or activities begin.
- III. Guide users in the safe and effective use of equipment
- IV. Involve showcase and innovation in all level.

4. Safety and Supervision:

- I. Ensure compliance with safety procedures at the Knowledge Management Unit & Learning Space
- II. Monitor the use of equipment by users to prevent damage or injury.
- III. Provide safety training to new users.

5. Documentation and Reporting:

- I. Prepare reports on daily activities, technical issues, and equipment status.
- II. Record maintenance and repair activities for equipment.

6. To undertake any other duties as instructed by the Specialist, Course Supervisor, Deputy Director (T&R) and Centre Director