

Position	Assistant Manager, SUPER		
Position Type	Contract For Services (12 Months)		
Company	Cradle Fund Sdn Bhd		
Department	SUPER PMO & SPECIAL PROJECTS	Unit	SUPER DRIVERS 2 & 3 AND SPECIAL PROJECTS
Reports to	Head of Unit, SUPER Talent & Innovation and Special Projects		

Summary of Role

The Assistant Manager for SUPER PMO at Cradle Fund Sdn Bhd supports the planning, execution, and monitoring of strategic projects under the SUPER initiative. The role involves data analytics, project management, and stakeholder engagement to drive innovation and strategic decision-making.

Job Description & Responsibilities

Key Responsibilities:

1. **Strategic Project Management & Execution**
 - Support the planning and execution of strategic initiatives under the SUPER PMO.
 - Track project timelines, budgets, and deliverables to ensure alignment with organizational objectives.
 - Adapt to evolving project requirements and priorities in a fast-paced environment.
2. **Data Analytics & Corporate Performance Monitoring**
 - Collect, analyze, and interpret data to provide meaningful insights for decision-making.
 - Maintain dashboards and reports to track project performance and key metrics.
 - Ensure data accuracy and develop data-driven strategies to enhance project effectiveness.
3. **Talent & Innovation Development**
 - Support programs and initiatives aimed at nurturing talent and fostering innovation.
 - Engage with startups, entrepreneurs, government agencies, and private sector players to drive collaboration and partnerships.
4. **Stakeholder Engagement & Communication**
 - Establish and maintain relationships with key stakeholders, including government agencies, industry partners, and startups.
 - Act as a bridge between internal and external stakeholders to ensure smooth project execution and alignment with strategic goals.

Key Challenges:

- Managing multiple projects simultaneously in a fast-paced and dynamic work environment.
- Ensuring data accuracy and meaningful insights for strategic decision-making.
- Engaging and collaborating with diverse stakeholders to align expectations and project objectives.
- Adapting to evolving project requirements, priorities, and challenges.

<p>Qualifications & Experience</p>	<p>Qualification Bachelor’s degree in in Data Science, Business, Engineering or any related field</p> <p>Experience Minimum 3-7 years of working experience</p> <p>Required language(s): Bahasa Melayu, English (Additional languages an advantage)</p>	
<p>Skills & Competencies</p>	<p><u>Core</u></p> <ul style="list-style-type: none"> • Candidate must be a strong communicator, both verbally and in written form. • Strong organizational and multitasking capabilities. • Excellent communication and stakeholder management skills. • A proactive mindset with an aptitude for problem solving and attention to detail. • Willingness to learn and grow in a dynamic, fast-paced environment. • Must also work comfortably with business executives and leadership. • An extrovert with a friendly disposition 	<p><u>Technical</u></p> <ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint). • Experience with project management software (e.g., Trello, Asana, Jira, or MS Project). • Basic knowledge of data visualization tools (e.g., Power BI or Tableau). • Familiarity with data analytics and project management tools. • Research skills: It is crucial that they have the needed skills to undertake research and collect data to identify future trends based on past performance. • This is a major part of their responsibility and is essential for influencing business decision making. • Collect, analyze, and interpret data to support SUPER PMO. • Maintain dashboards and reports to provide visibility into project performance and key metrics. • Develop data-driven insights to guide strategic decisions for special projects.