



### **Malaysia Competition Commission (MyCC)**

The Competition Act and the Competition Commission Act were gazetted on 10 June 2010 and enforced beginning 1 January 2012. The acts aimed to encourage national economic development by encouraging and protecting the competition process in the market and consequently protecting consumer interests. To supervise provisions included in the Competition Act 2010, the Competition Commission was established under the Competition Commission Act 2010 on 1 April 2011.

The MyCC inviting dedicated, committed with high integrity and professionals to join us. Please note that applicants must be a MALAYSIAN CITIZENS and the positions offered are on a **CONTRACT** basis:

<b>Position</b>	<b>:</b>	<b>Research Assistant</b>
<b>Qualification</b>	<b>:</b>	<b>Bachelor's Degree in Procurement / Accountant / Finance</b>
<b>No. of Vacancies</b>	<b>:</b>	<b>1</b>
<b>Contract Duration</b>	<b>:</b>	<b>1 year</b>
<b>Salary</b>	<b>:</b>	<b>RM3,000.00</b>
<b>Benefit</b>	<b>:</b>	<b>EPF, SOCSO, MEDICAL COVERAGE.</b>

Task of a Research Assistant varies according to the type of research project given. In general, the roles and responsibilities of Research Assistants are as follows depends on divisional needs:

## **CORPORATE MANAGEMENT DIVISION**

### **Responsibilities:**

- Assist in planning, reviewing and managing procurement activities to ensure compliance with MyCC's policies, guidelines, and standard operating procedures (SOPs);
- Assist in sourcing vendors and report supplier evaluation feedback;
- Maintain and update the supplier list;
- Assist the Senior Officer in managing and monitoring the end-to-end direct purchase, request for quotation (RFQ), and tender processes;
- Prepare necessary documents for the Procurement Committee and other committees, as and when required;
- Ensure all procurement files, purchasing databases, and vendor listings are up-to-date and compliant with SOPs, policies, and guidelines;
- Assist in the implementation of the SAGA System and manage subsequent vendor processes post-deployment;
- Provide advice and guidance to all divisions on procurement to ensure full compliance with SOPs, policies, and guidelines.
- Cover activities under different procurement units, as and when necessary;
- Perform any other ad hoc procurement activities as assigned by the Management; and
- Other tasks directed from time to time.

### **How to Apply:**

For further details, interested candidates may apply through the MyCC website at [www.mycc.gov.my](http://www.mycc.gov.my).

**Closing Date of Application: 15 February 2025**

*\* Due to large number of applications, we regret that only shortlisted candidates will be notified. If you do not receive any reply from within 3 months, your application has not been shortlisted.*