

# UNIVERSITI TEKNOLOGI PETRONAS

## JOB DESCRIPTION

**POSITION TITLE : Postdoctoral Fellow**

**LOCATION : Universiti Teknologi PETRONAS**

**REPORTING TO : Head - MOR on Sustainable Development**

### ACCOUNTABILITY OBJECTIVES

The research/task relates to sustainable development (SD) initiatives which require a wholesome understanding of the triple bottom line principles namely economic, environment, and social. Such understanding will enable the propagation of SD awareness and culture on campus. The aim of the research/task is to inculcate SD awareness and culture amongst academic and non academic staff on campus by monitoring the implementation of SD framework initiatives.

### JOB DIMENSION

The candidate shall possess the following qualification and criteria as follows:

- a PhD degree
- training or work experience in sustainable development initiatives
- strong communication skills, ability to work independently and with an interdisciplinary team.

### PRINCIPAL ACCOUNTABILITIES

1. To support the Mission Oriented Research Head in planning, developing, organizing, implementing, directing and evaluating the operational performance.
2. To plan schedule, supervise, coordinate the action research identified by the MOR.
3. To monitor the implementation of sustainable development framework initiatives identifies.
4. To support the HSE department in implementing the HSE MS.
5. To plan and organize University Social Responsibility (USR) activities.
6. To enhance SD awareness and culture amongst all staff and students on campus.

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7. To secure research grant from international body in implementing SD related research/activities.
8. Proactively involve in the implementation and maintenance of corporate wide quality culture process (QCP), and health, safety and environment (HSE).
9. Perform other duties as and when requested by superiors.

## MAN – SPECIFICATIONS

### 1. Education:

PhD degree with research experience and knowledgeable in research methodology.

### 2. Professional Working Experience:

Well verse in sustainable development requirements and tenets.

### 3. Specific Skills and Knowledge:

Any of the following qualifications will be an advantage:

- Knowledge and experience in SD initiatives.
- Experience in promoting SD culture and awareness to the public.

Candidates who possess a strong motivation to pursue academic research/task related to SD are encouraged to apply. The candidate should have strong background in relating to people and should have advanced knowledge general concerning global warming, human and built environments. The candidate should also know the carbon footprint problems and handprint intervention plans currently practiced. The candidate must have good communication, interpersonal and presentation skills. In addition, the candidate should be a team player who is capable of working together with other researchers from different disciplines.

## COMPETENCIES

1. Leadership – able to lead and guide team members under his/her custodian to complete any given tasks/ assignments.
2. Supervisory skills – able to supervise subordinates.

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3. Communication skills – able to communicate well at all levels and can deliver message accurately.
4. Planning and Coordination – able to plan and coordinate sequence of work to timely and satisfactory complete any tasks/ assignments.
5. Time Management – able to manage time to suit unexpected events/ tasks and able to prioritize works based on importance and urgency.
6. Motivation – able to stimulate and energize oneself and team members under his/her custodian when facing with difficulties in completing any assignment.
7. Report writing – able to write report/ proposal with tact, accuracy and concise without deviating from its objectives.
8. Assertive – able to exercise assertiveness without attending others.
9. Team Work – able to nurture and maintain team work and spirit amongst team member in completing any assignment.
10. Interpersonal relation skills – able to maintain and nurture relationship rapport with internal and external parties.

## MAJOR CHALLENGES

1. To ensure the UTP SD Framework initiatives are implemented accordingly.
2. To enhance and update knowledge SD globally.
3. To connect to people in ensuring SD culture is propagated.
4. To meet day-to-day requirement on office administration.

| ENDORSEMENT | PREPARED BY | APPROVED BY | REVISION: 0 |
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| NAME        |             |             |             |
| DESIGNATION |             |             |             |
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