



شركة كواس براكس سنديرين برحد  
BERAKAS POWER COMPANY SDN BHD

*Providing Power and Expertise to Serve You*

## VACANCIES

Berakas Power Company Sdn Bhd (BPC), a local Power Utility Company operating within Brunei Darussalam, are currently looking to recruit suitably qualified candidates for the following positions: -

### HUMAN RESOURCE ADMINISTRATOR – 1 position

#### Responsibilities

- Serve as an advisor on talent reviews, succession planning, leadership assessment, high-potential development, leadership development, performance management, and other key HR processes and initiatives as needed.
- Implement performance management systems to assess and improve employee performance. Provide guidance to managers on goal setting, conducting performance reviews, and addressing performance issues.
- Review hiring needs with Managers and Head of Departments to verify individual area needs and projected staffing needs.
- Support succession planning goals and assist with both external and internal recruitment methods.
- Develop and maintain succession plans to identify and groom internal talent for key roles.
- Work closely with leadership to ensure a pipeline of qualified candidates for critical positions.

#### Requirements

- Recognised Higher National Diploma or other related qualifications acceptable to the Company.
- Minimum of 5 years of relevant working experience in Human Resource Management.
- Minimum of 3 years of relevant working experience in Talent Management.
- Proven experience in workforce and succession planning and performance management.
- Proficient in Microsoft Word, Excel, PowerPoint, etc. Ability to learn application software as necessary for the Company's operations.

#### General Requirements for all positions:

- Bruneian citizens or Permanent Residents.
- Strong written and communication skills in both English and Malay.
- Applicants must be in possession of a valid Brunei driver's license.

Interested applicants are to submit a curriculum vitae and copies of their Certificates together with a covering letter. A recent passport size photograph should be included with the application. All applications MUST provide the required information requested. Only shortlisted candidates will be invited for assessment and interview.

Applications should be emailed to [hr@bpc-brunei.com](mailto:hr@bpc-brunei.com). The closing date for applications is 11<sup>th</sup> May 2024.