



# The Institute of Internal Auditors

Malaysia  
(309740-D)

## **POSITION: MANAGER, MEMBERSHIP & CERTIFICATION**

### **DEPARTMENT: MEMBERSHIP & CERTIFICATION DEPARTMENT**

#### **JOB DESCRIPTION:**

##### **CERTIFICATION**

- Assist in the development of promotional activities for certification programs to meet annual budget targets
- Assist in the development of strategic plans, budgeting and promotional plans and implementation of the action plans
- Compile statistics and report on enrolment, exam parts and activities.
- Prepare monthly report for Board/ Exco Meeting
- Liaise with IIA Global, candidates, speakers and universities
- Oversee the administration of certification and academic relations
- Assist in developing annual activity plan for certification and academic relation
- Arrange meeting according to availability of Certification and Academic Relations Committee Meeting (CARC) members including prepare materials, follow up issues
- Processing and administration of enrollment including vetting of applications by Certification Executive and submit candidates' demographic information in the Institute Centre/CCMS
- Preparing annual ceremony i.e Graduation Ceremony, Career talk, Briefing Sessions, In House Program and Corporate Award
- Preparing CPE Reporting, audit report / summary

##### **MEMBERSHIP**

- Develop, manage and expand both individual and corporate membership scheme to meet annual budget targets
- Deliver membership scheme benefits and ensure that the highest standards of service are maintained at all times in order to optimize renewal and recruitment of members
- Pro-actively build a good relationship with members, both individual and corporate, through regular communication and encourage members to make full use if their membership benefits to ensure long-term support
- Supervise and develop the membership support team
- Assist in the strategic planning, budgeting, member relationship management, membership recruitment and retention campaigns
- Ensure prompt and accurate handling of membership renewal process
- Vet new membership applications
- Compile and analyze statistics for membership targets and revenue
- Maintain a systematic database and effective record management
- Assist in preparation and publication of The Institute's newsletter
- Assist in liaising with IIA Global, District Societies/Working Committees, internal and external parties
- Assist in organizing and managing meetings, projects, activities and events such as networking session, corporate awards and annual general meetings
- Participate in ad hoc projects such as Conferences, Annual Dinner, Awards Presentations, Launches, etc.