JOB VACANCY
INFORMATION TECHNOLOGY (IT) EXECUTIVE, INFORMATION TECHNOLOGY MANAGEMENT UNIT

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1. Job Summary:

- The position supports the development, implementation, maintenance and enhancement of ECoS's web applications, online services and internal systems. Responsibilities include translating user requirements into application features, developing interfaces and workflows, integrating systems, testing, troubleshooting and preparing documentation, while ensuring application security and reliability. The position also supports the Unit's daily IT operations, including user assistance, troubleshooting computer hardware, software and connectivity issues, and routine system maintenance. Duties may include assisting with IT equipment and asset records, coordinating with service providers, supporting information security activities, and undertaking other IT functions and operational tasks as assigned.

2. Academic Qualifications:

- Recognized Bachelor's Degree in Computer Science, Information Technology, Software Engineering, Information Systems or a related discipline.

3. Preferred Knowledge / Experience:

a. Knowledge or experience in developing web applications using frontend and backend programming languages and frameworks.
a. Familiarity with relational databases, SQL, API integration and source code version control.
b. Experience developing online forms, approval workflows, reports or role-based access would be an advantage.
c. Exposure to user support, hardware and software troubleshooting, or routine IT operations would be an added advantage.
d. Relevant internship experience, academic projects and personal development projects will also be considered.

4. Competencies and Skills:

a. Good analytical, problem-solving and debugging skills.
b. Ability to understand user requirements and translate them into functional applications.
c. Familiarity with application testing, secure coding principles and the software development lifecycle.
d. Good communication and interpersonal skills, with the ability to work independently and within a team.
e. Ability to prepare clear technical documentation and user guides.
f. Basic knowledge of computer hardware, operating systems and networking, with a willingness to support daily IT operations.

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5. Required Proficiencies:

- Good command of English and Bahasa Malaysia, both written and spoken.

6. Industry Knowledge:

- Understanding of digital services, business process automation and information security practices would be an advantage. Knowledge of regulatory or public service application processes would be an added advantage.

7. Core Values:

- High integrity and excellent work ethics, with a strong sense of responsibility, commitment and discipline. Candidates must respect the confidentiality of information and demonstrate accountability in handling application data and assigned responsibilities.

8. Other Skills:

- Proactive, adaptable and meticulous, with strong attention to detail. Able to prioritise tasks, meet deadlines and communicate effectively with technical and non-technical users.

9. Who Should Apply?

- Fresh graduates and candidates with relevant application development or IT support experience are encouraged to apply. Candidates should demonstrate an interest in application development, a strong willingness to learn and the flexibility to assist with user support and other IT operational responsibilities. Applicants should include the programming languages, frameworks, databases and development tools they have used in their resumes. Portfolios or links to non-confidential project samples are welcome.

10. Basic Salary:

- Starting at RM2,500 per month. A higher starting salary may be considered based on relevant experience and demonstrated technical competency.

11. Interest Applicants:

- Interested applicants are required to submit their latest resume on or before 30 November 2026. Only shortlisted candidates will be contacted for an interview.

*****Please submit your application to career@ecos.gov.my**

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