



THE INSTITUTION OF ENGINEERS, MALAYSIA

JOB VACANCY ADVERTISEMENT FORM

To:
Chairman
Standing Committee on Welfare & Service Matters
 The Institution of Engineers, Malaysia
 Bangunan Ingenieur, Lots 60/62, Jalan 52/4, Peti Surat 223 (Jalan Sultan)
 46720 Petaling Jaya, Selangor Darul Ehsan

(Kindly '✓' where necessary)

APPLICATION

For Job Vacancy to be advertised in IEM Website & Notice Board;

Duration _____ Weeks;

RM50.00 / Job Title for IEM Members – PE only.

From (date) : _____

RM100.00 / Job Title for Non Members.

To (date) : _____

No. of Job Vacancy to be advertised _____ .

APPLICANT'S DETAILS

Applicant's Name : _____
 (Personal / Company)

Membership No. : _____ Company : _____

Address : _____

Contact Details : (T) _____ (F) _____ E-Mail _____

PAYMENT

Enclosed herewith a Cash/Crossed Cheque/Bank Draft/Money Order No. for the amount of RM..... issued in favour of 'The Institution of Engineers, Malaysia' account and crossed 'A/C Payee only'. I/We understand that the fee is not refundable if I/We withdrawal after my/our application/s is/are accepted by the Committee.

Note:

1. Payment MUST be made first before advertisement.
2. Kindly attach the 'softcopy' of the desired Job Vacancy Advertisement for IEM record purpose and further action.

Declaration,

I, (Name) hereby certify that the above information/ documents are true and complied with IEM conditions for application.

.....
 (signature)

.....
 Date

FOR OFFICE USE ONLY

Application Date : _____
 Payment Date to Finance : _____
 Date Submitted to Webmaster : _____
 Date upload to IEM Website : _____
 Date remove from IEM Website : _____

Authorized Signatory;

CONDITIONS OF APPLICATION

The IEM provide this service to its members who are looking for engineers on a full time/contract or on part-time basis to fill job vacancy in their respective companies.

Please be informed that IEM will charge its members and non-members a nominal fee for job vacancy advertisement through IEM website and notice board.

Condition of application as stated below:-

- 1). Applicant to provide details and specified job to be advertised by including i.e. brief company's profile, introduction, job requirements and contact person of the company;
- 2). Charges for IEM members will be at RM50.00 per job title and non-members at RM100.00 per job title. A maximum of not more than three (3) job titles per application;
- 3). Kindly send through e-mail to mizi@iem.org.my or sec@iem.org.my and attached together the softcopy of the job vacancy advertisement;
- 4). Publicity is only for a month in the 'JOB GALLERY' of IEM website and notice board;
- 5). The advertisement is only for engineering related job;
- 6). Once the advertisement has been published and posted on IEM website and notice board respectively, job seekers should contact the company which offers the position directly. IEM will not be held responsible for any shortcoming in the vacancy announced;
- 7). Payment MUST be made in advance, after receipt of payment the job vacancy advertisement will only be posted on IEM website/notice board/etc.
- 8). IEM webmaster will not entertain any enquiry related to the job vacancy on the website. Webmaster job will finish once the desired advertisement has been established and after the duration of one (1) month, the webmaster will automatically remove the said advertisement from the 'JOB GALLERY';
- 9). IEM does not guarantee success in finding the correct candidate. IEM website is only an alternative mode of announcing the vacancy;
- 10). IEM is not liable for any information stated in the advertisement made by the employer/employee in IEM website/notice board/etc.