

JOB DESIGNATION: Senior Executive
DEPARTMENT: Emerging Mobility & Ecosystem Catalyst (EMEC)
DIVISION/PILLAR: Research, Innovation & Ecosystem Development (RIED)
REPORTING TO: Head of Department, EMEC
JOB DESCRIPTION
1. Project Managements • Execute assigned tasks in accordance with approved project plans, timelines and deliverables. • Support the Project Lead in achieving project objectives, ensuring deadlines, budget control and quality standards are met. • Coordinate project activities, monitor progress and prepare regular status update and reports. • Conduct research on emerging mobility technologies and analyse industry trends to support strategic initiatives. • Lead or support feasibility studies, including data collection, analysis and report preparation aligned with project objectives. • Assist in the developments of proposals, managements papers and business cases for new projects or initiatives. 2. Stakeholders Engagement & Partnerships • Identify potential industry partners, strategic stakeholders and collaboration opportunities. • Engage with government agencies, industry players, academia and technology providers to support programme objectives. • Coordinate stakeholder meetings, workshops and engagement sessions, including preparation of materials and follow-up actions. • Manage stakeholder communications, progress updates, and relationship development. • Support partnership discussions related to funding opportunities, grants and commercial collaborations. 3. Research, Strategy & Ecosystem Development • Monitor local and global developments in emerging mobility, EV autonomous systems, hydrogen, smart manufacturing and related sectors. • Generate research-driven insights and recommendations to support departmental strategies and future programmers. • Contribute to ecosystems-building initiatives that accelerate industry adoption and market readiness. • Support standards, policy input and regulatory readiness related to emerging mobility sectors.

4. Administrative & Reporting

- Prepare presentations, reports, meeting minutes and official correspondence as required.
- Ensure proper documentation, compliance and record management for all assigned projects.
- Perform ad-hoc task or any other tasks assigned from time to time by the immediate superior or the Management to support the department's objectives.

COMPETENCIES

1. Bachelor's Degree in Mechanical Engineering, Automotive Engineering, Mechatronics, Engineering Management, or Equivalent.
2. Minimum of five (5) years of relevant working experience in the automotive and/or mechanical engineering industry.
3. Expertise in automotive engineering, mobility technologies, research methodologies, and vehicle research and development (R&D).
4. Strong analytical and problem-solving skills, with experience in data-driven decision-making.
5. Experience in publishing academic or industry-related papers in mobility, transportation, or related fields will be an added advantage.
6. Experience in project management, cross-functional coordination, and industry collaboration.
7. Knowledgeable in emerging mobility trends, including electric vehicles (EVs), autonomous mobility, connected vehicles, hydrogen technologies, smart manufacturing, and sustainable transportation.
8. Strong networking and relationship management skills with government agencies, industry players, academia, and technology partners.
9. Good communication, presentation, and stakeholder engagement skills.
10. Proactive, innovative, and able to work independently in a fast-paced environment.
11. Ability to prepare strategic reports, proposals, and management papers.
12. Proficiency in digital tools, research software, and Microsoft Office applications.