



JOB DESCRIPTION

Name :
Designation : Assistant Executive
Division : Industry Development (Standards Development Unit)
Responsible to : (i) Executive / Senior Exec (Immediate Supervisor)
(ii) Manager
(iii) Director

Purpose of Position

To provide operational and administrative support to the Standards Development Unit in the development, coordination, implementation and sustainability of Islamic tourism standards, guidelines and assurance programmes administered by the Islamic Tourism Centre (ITC), under the supervision of the Executive and in support of the Manager and Director of the Division.

Key Responsibilities

1. To assist in the coordination of development, review and enhancement of Islamic tourism standards, guidelines, manuals and standard operating procedures (SOPs) in line with ITC's mandate;
2. To support the implementation and administration of standards and assurance programmes, including the Muslim-Friendly Tourism & Hospitality Assurance and Recognition (MFAR) framework;
3. To assist in liaising with industry stakeholders, government agencies, certification bodies and subject-matter experts on matters relating to standards development, implementation and compliance;

4. To assist in coordinating meetings, workshops, technical sessions and engagements related to standards and/or guidelines development, including preparation of working papers, minutes and reports;
5. To support documentation management, data collection, record-keeping and version control for standards, guidelines and related technical documents;
6. To assist in gathering feedback, implementation inputs and industry responses for continuous improvement of ITC standards and assurance programmes;
7. To assist in coordinating ITC's participation in local and international initiatives related to standards development, quality assurance and Muslim-friendly tourism;
8. To provide operational and administrative support to the Standards Development unit, including support for on-site auditing, logistics coordination, correspondence and internal documentation;
9. To provide assistance to other units or divisions of ITC when required, subject to directives from the immediate superior or management; and
10. To perform any other duties as directed from time to time.

*Prepared by:
Industry Development Division and
Corporate Development and Finance Division*

Effective Date : 02 February 2026