KTJ PRIMARY SECONDARY
KOLEJ TUANKU JA'AFAR

Chargeman

Job type Full time, fixed term

Start date Earliest convenience

Apply by 8 October 2026

Salary We offer a highly competitive remuneration package which includes:

- Private healthcare
- Excellent Employee Provident Fund (EPF) savings contributions
- School places for staff children

Job Summary

The Chargeman supports the Senior Maintenance Executive in maintaining and upkeeping the electrical system network of the school in the highest standard and in accordance with the statutory requirement.

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my

bsa BOARDING SCHOOLS' ASSOCIATION CIS WE ARE AN ACCREDITED SCHOOL Leading Independent Schools HMC COBIS ACCREDITED MEMBER

Key Duties

- To oversee performing planned preventive maintenance (PPM) on all Mechanical and Electrical (M&E) installations and ensure all are in good and proper working order based on maintenance plan.
- To troubleshoot electrical and mechanical fault circuits/systems and provide recommendations to minimize re-occurrence or long-term solution.
- To ensure all laws and regulations related to the electrical system and installation are complied with the authority.
- To ensure that all types of lighting systems within the campus are in good working condition, which includes changing of fused bulbs, setting of timers, replacing of blown fuse, trouble shooting of short circuit, etc.
- To responsibly handle emergency situations or after-hours calls for repair and maintenance.
- To perform other duties as deemed necessary by the Senior Executive Maintenance

Personal characteristics:

- Knowledgeable in electrical system maintenance and troubleshooting.
- Able to deal courteously with people.
- Skilled in both written and verbal communication.
- Able to maintain confidentiality.
- A genuine interest in young people and their wellbeing.
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

Recruitment Handbooks

KTJ Recruitment Handbooks for Malaysian Staff

KTJ Recruitment Handbooks for International Staff

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my

bsa BOARDING SCHOOLS' ASSOCIATION CIS WE ARE AN ACCREDITED SCHOOL HMC COBIS ACCREDITED MEMBER

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the vacancies page of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available here), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my

bsa BOARDING SCHOOLS' ASSOCIATION CIS WE ARE AN ACCREDITED SCHOOL HMC COBIS ACCREDITED MEMBER