

USER MANUAL
ADVERTISEMENT ON MYFUTUREJOBS
AS A PRECONDITION FOR APPLICATION TO HIRE
EXPATRIATES/ FOREIGN WORKERS

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New company? Register here!

employers.myfuturejobs.gov.my 

User Guide: <https://www.myfuturejobs.gov.my/wp-content/uploads/2020/12/MYFutureJobs-Employer-Manual.pdf>

Disclaimer

Application screens presented and described in the documentation are for illustration purposes only. Actual screens may look different depending on the custom implementation, system configuration and data.

CREATING NEW VACANCY

In the My vacancies screen (that opens directly when you log into Employer Portal), click the New vacancy button (shown below).



VACANCY INFORMATION

Vacancy information is arranged in the following sections: Vacancy, Terms of Employment, Hiring Incentives, and Settings.

Vacancy Vacancy title * Marine Biologist 1		Please state the number of positions required based on the categories below * 7 Local Expatriate 3 Foreign 2	
<input checked="" type="checkbox"/> Foreign/Expatriate Application 2 Please select whether this vacancy is available for foreign or expatriate workers * 3 <input type="radio"/> Foreign <input checked="" type="radio"/> Expatriate		Job title (Bahasa Malaysia) * 8 Ahli Biologi Marin	
Occupation * Oceanographer 4 Please select an occupation which comes closest to your job preference		Job title (English) * 9 Marine Biologist	
ESCO Code: 5 2114.1.8		Number of hiring done * 10 3	
Number of Positions * 6 5		Are positions available for both male and female? * 11 <input checked="" type="radio"/> Yes <input type="radio"/> No	
		Position Level * 12 <input type="button" value="Non Executive"/> <input type="button" value="Fresh/Entry Level"/> <input type="button" value="Junior Executive"/> <input checked="" type="button" value="Senior Executive"/> <input type="button" value="Manager"/> <input type="button" value="Senior Manager"/> <input type="button" value="Top Management"/>	

Indicator	Item	Description
1	Vacancy title	A free text field where you can define the title that will be used in the vacancy overviews, vacancy search and match results, alert emails for jobseekers, etc. Vacancy title has a maximum length of 60 characters.
2	Checkbox Foreign/Expatriate Application	Check this box if the vacancy will be posted as a precondition for application to hire Foreign Worker/ Expatriate.
3	Radio Button Foreign/Expatriate	Choose whether advertising is made as a precondition for the hiring of foreign workers or expatriate.

4	Occupation	Define the occupation that corresponds to the offered job. Start typing and a drop-down list from the ESCO Titles with suggestions will appear. Select an occupation title which comes closest to the job you are offering.
5	ESCO Code	ESCO code will be auto-populated according to Occupation.
6	Number of Positions	Number of positions available for this vacancy. The default number of positions is 1 and the maximum number of positions is 999.
7	Number of Positions required Local/ Foreign/ Expatriate	Please specify the composition of local/ foreign and expatriate for this position. If the employer has already chosen the “expatriate” radio button, please leave the 0 in the “foreign” and only insert value on “local” and “expatriate”. If the employer has already chosen the “foreign” radio button, please leave the 0 in the “foreign” and only insert value on “local” and “expatriate”.
8	Job Title (Bahasa Malaysia)	Please enter the job title in Bahasa Malaysia
9	Job Title (English)	Please enter the job title in English
10	Number of hiring done	For the post advertised, please indicate the number of employees who have successfully taken to fill this position.
11	Positions available for both male and female	Please specify whether vacancies are for all genders or open to male or female only. If only for male, not female or vice versa, please specify the number of vacancies.
12	Position Level	Choose an appropriate option. In this example, the vacancy requires a "Senior Executive" level specialist.

Indicator	Item	Description
13	Related skills	Define the skills needed for the job. Click Select required skills (highlighted in the screenshot above) to open the dialog where you can define these skills. You can also add other skills that are not suggested based on the occupation by clicking the Add a skill link under the suggested skills.
14	Education level	Click to see the list of options. Choose the education level required for the vacancy, e.g. Level "Bachelor's or Equivalent".
15	Field of Study	Start typing and a drop-down list with suggestions will appear. Select an education field from the list of suggestions. This field is optional.
16	Sector	Select the applicable sector(s) from the drop-down box for this vacancy. You can select all or some of the sectors defined in the corresponding company's profile. Click Select one or more sectors and check the boxes next to the sectors you want to choose.
17	Job description	Select Default job description next to the Job description box. In this case, the standard job description for the selected occupation will appear in this box. You can adjust this description as necessary.

18	Language	Skills such as language fluency and driving skills can be specified.
19	Driver's license	Licenses possessed by the jobseeker.
20	Disabilities	Some vacancies are available for people with specific disabilities.

TERMS OF EMPLOYMENT

In the Terms of Employment section that appears in the right panel, enter all information regarding contract type, hours per week, salary, location, and job start date.

Terms of employment

Contract type*
 Permanent Temporary Part-time Contract Apprenticeship Internship 1

Hours per week*
 Normal Hour 3 Shift Time 2 Shift Time Flexible Hours Night Shift 2

Salary (optional)
 <1200 1200-1399 1400-1599 1600-1799 1800-1999 2000-2499 2500-2999
 3000-3499 3500-3999 4000-4999 5000-5999 6000-7999 8000-9999 3
 >10000

Actual wages (RM)* 4
8650

Display salary range in jobseeker portal (optional) 5
 Salary is negotiable (optional) 6
 The vacancy location is the same as the company address (optional) 7

State* 8
State

City* 9
City

Address* 10
Enter street address...

Zip/Postal Code* 11
Zip/Postal Code

Job start date* 12
Job end date (optional)

[Continue to Hiring incentives](#)

Indicator	Item	Description
1	Contract type	Define the contract nature
2	Hours per week	Define hours per week for the job
3	Salary	Salary of the vacancy could be multi-selected
4	Actual wages (RM)	State actual wages amount
5	Display salary range in jobseeker portal	Choose if you want the job seeker to be able to see the salary offered.
6	Salary is negotiable	Choose if salary can be negotiated.
7	The vacancy location is the same as the company address	Choose if the vacancy location is the same as the company address. If the location is not the same, untick the checkbox and key in the address.
8	State	Provide the complete address of the vacancy (if different from the company address)
9	City	
10	Address	

11	Zip/Postal Code	
12	Job start date – Job end date	Applicable if you are creating temporary vacancy (temporary, part-time, or contract). If permanent post, job end date is not necessary.

HIRING INCENTIVES

In the Hiring Incentives, employer can choose the targeted Hiring Incentives for the vacancy. All Hiring Incentives are subject to the Terms and Conditions stipulated under this program. For more information on the Hiring Incentive, visit www.perkeso.gov.my

Hiring incentives

MYApprentice
MYApprentice is an incentive applicable for employers who hire job seekers seeking apprenticeships.

hireMalaysia40
Hiring Incentive applicable for employers who employ local job seekers aged 40 years and below.

hireMalaysia40*
Hiring Incentive applicable for employers who employ local job seekers aged 40 years and above.

hireMalaysiaOKU
Hiring incentive applicable for employers who employ local job seekers including Persons with Disabilities and SOCSO's Return to Work Program participants.

All Hiring Incentives are subject to the Terms and Conditions stipulated under this program. For more information on the hiring incentive, visit www.perkeso.gov.my.

Continue to Settings

SETTINGS

In the Settings section that appears in the right panel, you can assign a (new) contact to the vacancy, define the dates of when the vacancy should be available and decide if the applicant has to attach a resume. You can also make this vacancy active or inactive.

Settings

Contact *

MEGAT SALAHUDDIN ▾

Applicant must attach a resume (optional)

Vacancy start and end date *

01 January 2021 - 30 January 2021 ▾

Vacancy status

Active

Notes:

- Employers who **intend to employ foreign workers or expatriates are required to advertise job vacancies for a minimum of 30 days** on MYFutureJobs Portal under the Ministry of Human Resources.
- Employers are also required to conduct interviews as an effort to employ local workers to meet the precondition for hiring foreign workers or expatriates.

ESCO OCCUPATIONS

MYFutureJobs Portal uses ESCO Occupations to map occupations to skills which are relevant to the employer's vacancies. The ESCO occupations available in MYFutureJobs has been localized to the Malaysian Occupation context.

For every occupation, there will be multiple skills for employers to select to determine the most suitable match for each vacancy.

To complete the occupation selection:

1. Enter the desired ESCO occupation in the Occupation field from the list of possible occupation suggestions.

Occupation *

Bank teller

Please select an occupation which comes closest to your job preference

2. Select an ESCO occupation which comes closest to your vacancy from the list of suggestions. In order to find the closest ESCO occupation to your vacancy, you may visit <https://ec.europa.eu/esco/portal/occupation> and search for your preferred occupation.

Q BANK TELLEREnglish (en)

OCCUPATIONS

- bank teller
- Bank tellers and related clerks
- Tellers, money collectors and related cl...
- foreign exchange cashier
- Customer services clerks
- central bank governor
- Security guards
- bank manager
- banking products manager
- bank account manager
- ATM repair technician
- corporate banking manager
- relationship banking manager
- bank treasurer
- fortune teller
- securities trader
- corporate investment banker
- astrologer
- investment analyst

bank teller

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Code
4211.1

Description
Bank tellers deal most frequently with customers of the bank. They promote the banks products and services, and provide information about the customers personal accounts and related transfers, deposits, savings etc. They order bank cards and checks for the customers, receive and balance cash and checks and ensure compliance with internal policies. They work on client accounts, deal with payments and manage the use of vaults and safe deposit boxes

Alternative label
bank cashier
teller coordinator
bank counter clerk
bank vault attendant
bank office clerk
bank clerk
teller