

Job Description Template



Section A : Job Context	
Position Title	Internship Trainee
Job Grade	N/A
Division	N/A
Department	Mill Operation (KBB)
Location	Kilang Beras Bernas Kedah / Perak / Terengganu / Kelantan
Reporting To	KBB Executive
Duration	4 weeks and above

Section B : Job Purpose
<p>Internship programs offer hands-on experience, skill development, and career exploration opportunities for interns while providing organizations with a talent pool, fresh perspectives, and cost-effective support.</p>

Section C : Key Accountabilities		
Key Result Areas	Major Activities	Outcomes
1. Field Visit and Paddy Cultivation	<ul style="list-style-type: none"> Conduct visits to paddy fields to observe and understand the planting process, machinery usage, and interactions with farmers. Collect data related to paddy harvesting activities. 	<ul style="list-style-type: none"> Intern gains practical exposure to paddy cultivation, machinery operations, farmer relationships, and data collection techniques.
2. Paddy Procurement Process	<ul style="list-style-type: none"> Learn about the paddy purchasing process, including weighing and grading of paddy. Assist in documenting and ensuring compliance with procurement procedures. 	<ul style="list-style-type: none"> Intern develops an understanding of procurement operations, including quality assurance and administrative processes in paddy purchase.
3. KBB Operations (Milling)	<ul style="list-style-type: none"> Participate in the paddy drying process, ensuring the correct methods are applied. Assist in observing and supporting paddy milling and storage processes. 	<ul style="list-style-type: none"> Intern gains knowledge of operational workflows in drying, milling, and storing paddy / processed rice, contributing to a deeper understanding of the supply chain.
4. KBB Operations (Maintenance)	<ul style="list-style-type: none"> Learn basic electrical tasks within the KBB facility. Gain hands-on experience in performing basic electrical maintenance activities under supervision. 	<ul style="list-style-type: none"> Intern acquires practical skills in electrical maintenance, enhancing their technical competency and troubleshooting abilities.

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Section D : Job Dimension (ex: Limit of Authority, Financial Metrics, etc.)

N/A

Section E : Job Challenges

1. Interns may need to adapt to a new work culture, with different norms, expectations, and communication styles
2. Interns may find it challenging to navigate the organizational structure, understand internal processes, and identify appropriate individuals for assistance or guidance.

Section F : Job Requirements

Qualification	Bachelor Degree in Agriculture, Food Science and Technology or related fields with minimum CGPA 3.00
Functional/Technical Skills & Knowledge	<ol style="list-style-type: none">1. Strong communication skills are crucial for interns to convey their ideas clearly, both verbally and in writing2. Able to identify problems, analyze situations, and develop effective solutions.3. Able to collaborate effectively with colleagues from diverse backgrounds and work styles.4. Able to manage their time effectively to meet deadlines, prioritize tasks, and balance multiple responsibilities.5. Able to maintain a well-organized workspace and manage their files and documents efficiently
Years of Experience	N/A
Additional Certification	

Section G : Behaviourial Competencies

1. Verbal Communication: Ability to articulate ideas clearly, concisely, and persuasively, both in one-on-one conversations and group settings.
2. Written Communication: Ability to write clear, concise, and professional emails, reports, and other documents.
3. Active Listening: Ability to pay attention attentively, understand what others are saying, and ask clarifying questions.
4. Creativity: Ability to think outside the box, generate new ideas, and approach problems from different angle

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Section H : Internal & External Relationships	
Internal Relationship BERNAS Employees	External Relationship N/A

Date Approved:

Reviewed By

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HR Department [Insert Name & Designation]