



Yayasan Tunku Abdul Rahman

Vacancy: Communications & Partnerships Executive/ Senior Executive

Why This Role Matters

At the Tunku Abdul Rahman Foundation, how we share our work matters as much as the work itself. Through our programmes, we support high-potential, high-need youth across Malaysia who face barriers in access, networks, and opportunity. Our mission to bridge that gap extends beyond programmes; it grows when people understand it, believe in it, and choose to support it. This role brings those elements together.

This role is critical to advancing our mission by strengthening the visibility of the Tunku Abdul Rahman Foundation and building value-aligned partnerships that enable us to reach more young people/deepen our impact. As we mark 60 years as a Foundation, this role will help shape the next chapter to shape a progressive, equitable and inclusive Malaysia. If this sounds like work you would want to get involved in, we would highly encourage you to apply.

About Yayasan Tunku Abdul Rahman (YTAR)

Yayasan Tunku Abdul Rahman is a statutory body established in 1966 by the Tunku Abdul Rahman Foundation Act. We strive to be a sustainable institution dedicated to achieving a progressive, equitable and inclusive society where every young person will achieve their full potential in service of the nation.

We focus on empowering high-potential and deserving youths with the capital, opportunities, skills and values to shape better futures for themselves, communities and Malaysia. This mission is carried out through the Closing The Gap programme, Tunku Abdul Rahman Scholarship, and our FutureReady programme. Read more about our programmes on [our website](#).

We are looking for service-oriented individuals who believe in our mission and embody our values of Honour, Leadership, Compassion and Unity, drawing upon the legacy of Malaysia's first Prime Minister, YTM Tunku Abdul Rahman Putra Al-Haj.



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Position Overview

The Communications & Partnerships Executive/Senior Executive will support the Marketing & Partnerships Manager in strengthening the Foundation's public presence, particularly through social media, while building partnerships that advance our mission.

You will grow the Foundation's digital presence through strong copywriting, visuals, and videos that drive visibility and engagement. The role also involves working closely with programmes on the ground, supporting fundraising efforts, and contributing to events to showcase our work/impact.

We are looking for a creative and proactive individual with strong communication skills who can connect meaningfully with scholars, alumni, partners, and the wider public. This is an exciting opportunity for someone who is curious, hands-on, and comfortable working both behind the scenes and on the ground.

The details of the position are as follows:

Role	Communications Executive/Senior Executive
Start Date	June 2026 (negotiable)
Office Location	Menara UOA, Bangsar, Kuala Lumpur
Employment Type	2-Year contract with option of renewal
Starting Salary	Depending on experience, Executive: RM3,300.00 per month upwards Senior Executive: RM4,200 per month upwards
Benefits	Medical Insurance Data Allowance Hybrid work arrangement 16 days of annual leave Statutory EPF and SOCSO contributions
Additional Benefits <i>(after one year of service)</i>	Professional Development Fund Health and Wellness Fund Discretionary bonus



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Key Priorities and Responsibilities for the Role

As the Communications & Partnerships Executive/Senior Executive, you will work alongside your colleagues in the department to:

Social Media and Content Creation

- Lead content creation across the Foundation's social media platforms, producing clear, engaging copy, visuals and videos.
- Plan and manage content calendars to support campaigns, programmes, and key events throughout the year.
- Work with internal teams to translate programme work and key themes (e.g. equity and social mobility) into engaging digital content.
- Monitor performance and engagement to refine content and approach.

Events and Campaigns

- Support the planning and delivery of key campaigns, including recruitment, fundraising, and partner recognition.
- Develop and produce content to support campaigns across digital platforms.
- Support event communications through content production and on-ground coverage.
- Coordinate with internal teams and external stakeholders (e.g. partners, government bodies, media) to execute campaigns and events.

Communications

- Manage the Foundation's digital platforms, including website content, newsletters, and other communication channels.
- Support with the management of the Foundation's website and associated microsites, ensuring they are updated and remain responsive to the needs of our different audiences
- Contribute to key publications (e.g. annual report, programme materials) that communicate the Foundation's work to external audiences
- Work with external vendors to drive forward improvements to the websites, ensuring quality user experience and SEO optimisation.

Fundraising and Partnerships

- Supporting the management and building of relationships with our stakeholders from the public and private sectors.
- Assist with stakeholder communications, including newsletters, reports, and partner updates
- Contribute to impact reporting and communications for partners and funders.



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Values and Competencies

This role is ideal for you if:

- You are aligned with the Foundation's vision, mission and values.
- You enjoy using storytelling, design and digital content as a force for good.
- You are energised by engaging with communities and building meaningful relationships.
- You believe in expanding access to education, skills, and opportunities, and are committed to building a more equitable Malaysia.

We value the following Competencies:

- Strong ownership and initiative, with the ability to work independently.
- Collaborative team player who is able to work across functions and build strong working relationships.
- Able to manage competing priorities while remaining adaptable
- Strong interpersonal skills, with the ability to build and maintain relationships across a range of stakeholders.

The following Skills and Experiences are prioritised:

- Strong content creation skills, particularly in social media, design, and video production/editing.
- Ability to produce clear, engaging copy with strong proficiency in English and Bahasa Malaysia.
- Hands-on experience with design and content tools (e.g. Canva, Adobe Creative Suite).
- Familiarity with social media platforms (e.g. Instagram, TikTok) and analytics.
- Prior experience in communications, digital content or related fields.

Other Requirements

- Willingness to travel within Malaysia, with all costs claimable.
- Willingness to work on weekends and nights when required, with replacement leave provided.



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Application Details

Please submit your application via bit.ly/WorkWithYTAR by **31 May 2026**. **As part of your application, please respond to the following questions (max 300 words each):**

1. Why do you want to apply for this role, and why do you want to work at the Tunku Abdul Rahman Foundation?
2. In your view, how can communications and partnerships help advance YTAR's mission and expand opportunities for young people?
3. What are your professional aspirations for the next 5–10 years? Please explain how joining the Foundation can help you achieve your aspirations.

Shortlisted applicants will be invited for a virtual assessment as well as an interview. Applications will be reviewed on a rolling basis.