



Yayasan Tunku Abdul Rahman

Vacancy: Admin Assistant (Part -Time - daily rate)

About Yayasan Tunku Abdul Rahman (YTAR)

Yayasan Tunku Abdul Rahman (YTAR) is a statutory body established in 1966 under the Tunku Abdul Rahman Foundation Act. The Foundation is dedicated to fostering a progressive, equitable, and inclusive society in which every young person can reach their full potential in service to the nation.

Since 2019, Yayasan Tunku Abdul Rahman has modernised and revitalised its approach to holistically develop and support young people to reach their highest potential in education and employment, based on an approach inspired by Tunku Abdul Rahman's values of leadership through service, honour, unity and compassion.

We empower high-potential and deserving youths with the capital, opportunities, skills and values through our development programmes, such as the Closing The Gap (CTG) programme, the Tunku Abdul Rahman Scholarship (BTAR), and the FutureReady programme. These programmes aim to support youth in shaping better futures for themselves, their communities, and Malaysia. For more information, visit www.yayasantar.org.my.

YTAR is seeking a mission-driven Admin Assistant (Part-Time) who is proactive, detail-oriented, adaptable, resourceful, and organized. This role plays a pivotal part in supporting our Finance & Administration Department.

Responsibilities:

- Assist in daily administrative tasks (daily operations)
- Organize and maintain online shared drive
- Perform proper filing and other clerical duties/tasks as assigned

Role: Admin Assistant (Part -time)

- **Start Date:** Immediate
- **Allowance:** Based on qualifications and experience (daily rate)
- **Minimum Age:** 18 years and above
- **Office Location:** Menara UOA, Bangsar, Kuala Lumpur

Skills and Competencies

- Commitment to organizational values.
- Strong belief in and commitment to YTAR's vision.
- Ability to work independently with a strong sense of ownership.
- High standards of excellence and attention to detail.
- Problem-solving skills.
- Basic computer literacy

Requirements:

- Proficient in Bahasa Malaysia and English (spoken and written).

- Willingness to work extended hours (when necessary).

Application Deadline: 15 June 2025

Please submit your application to hiraniya@yayasantar.org.my and zurainey@yayasantar.org.my.

Your application should include the following:

1. Application letter
2. Updated CV (with 2 referees listed).

Only shortlisted applicants will be contacted for an interview.

Jawatan Kosong: Pembantu Tadbir (Separuh Masa – Kadar Harian)

YTAR sedang mencari Pembantu Tadbir (Separuh Masa) yang berjiwa misi, proaktif, teliti, mudah menyesuaikan diri, berdikari dan teratur. Peranan ini amat penting dalam menyokong Jabatan Kewangan & Pentadbiran kami.

Tanggungjawab:

- Bertanggungjawab dalam membantu dalam tugas pentadbiran harian (operasi harian)
- Bertanggungjawab dalam menyusun dan menyelenggara perkongsian drive dalam talian.
- Bertanggungjawab untuk melaksanakan tugas pemfailan dan berperanan dalam tugas perkeranian lain yang diberikan dengan teratur.

Jawatan: Pembantu Tadbir (Separuh Masa)

- **Tarikh Mula:** Segera
- **Elaun:** Berdasarkan kelayakan dan pengalaman (kadar harian)
- **Umur Minimum:** 18 tahun ke atas
- **Lokasi Pejabat:** Menara UOA, Bangsar, Kuala Lumpur

Kemahiran dan Kompetensi:

- Komitmen terhadap nilai-nilai organisasi.
- Keyakinan dan komitmen yang tinggi terhadap visi YTAR.
- Keupayaan bekerja secara berdikari dengan rasa tanggungjawab yang tinggi.
- Menunjukkan tahap kecemerlangan dan ketelitian yang tinggi dalam kerja.
- Kemahiran menyelesaikan masalah.
- Kemahiran dalam aplikasi komputer asas.

Keperluan:

- Fasih dalam Bahasa Malaysia dan Bahasa Inggeris (lisan & tulisan).
- Bersedia untuk bekerja lebih masa (jika perlu).

Tarikh Akhir Permohonan: 15 June 2025

Sila kemukakan permohonan anda kepada hiraniya@yayasantar.org.my dan zurainey@yayasantar.org.my. Permohonan anda hendaklah merangkumi:

1. Surat permohonan
2. CV terkini (dengan 2 rujukan).

Hanya pemohon yang disenarai pendek akan dihubungi untuk sesi temuduga.

Appendix

The CTG Programme (Form 4 to pre-university youths)

CTG was an independent initiative brought in and supported under YTAR since 2019 to help bright, under-represented students navigate the complexities of the post-SPM landscape and help them get into universities. The 2-3 year mentoring and development programme supports high-potential, under-represented students with the knowledge, skills and mindset to enter universities and achieve their fullest potential. Since 2017, CTG has supported over 200 Scholars to unlock close to RM5 million in scholarships and pursue universities in Stanford University, University Malaya, Sunway University etc. Find out more about Closing The Gap [here](#).

The BTAR Scholarship (University Youths)

Through the Tunku Abdul Rahman Scholarship (BTAR), YTAR identifies and develops high-potential, deserving students who embody Tunku's values to become young leaders working towards a modern, just, and compassionate Malaysia. This scholarship is open to all Malaysians who are planning to pursue their undergraduate studies in a local private or public university, in various disciplines. A Tunku Scholar demonstrates a high level of grit, record of overcoming challenges, strong leadership potential and drive to contribute to Malaysia. We also prioritize applicants from challenging or low-income backgrounds.

As the scholarship emphasises holistic excellence, our Tunku Scholars, as we would call our scholarship recipients, will undergo a 2-year leadership development programme as part of their scholarship experience. The leadership development programme includes mentoring by the Alumni community, developmental opportunities such as workshops and camps as well as an opportunity to lead a community project. The leadership development aspect of the programme will equip the Tunku Scholars with the skills, mindsets, and values to emerge as nation builders.

FutureReady (Post-Graduation)

FutureReady is a programme run in collaboration with Accenture Malaysia that aims to help B40 youth thrive in today's competitive graduate job market. The programme is focused on improving employability among high-need youth and upskilling students for a career in the professional services industry.