



Yayasan Tunku Abdul Rahman

Vacancy: Admin Intern

About Yayasan Tunku Abdul Rahman (YTAR)

Yayasan Tunku Abdul Rahman is a statutory body established in 1966 by the Tunku Abdul Rahman Foundation Act. The Foundation strives 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.

The Foundation focuses 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 the FutureReady programme. Read more about our work at www.yayasantar.org.my

Position Overview

YTAR is seeking a mission-driven Admin Intern who is proactive, detail-oriented, adaptable, resourceful, and organised. An Admin Intern will assist the Administrative and Finance teams with key tasks that ensure smooth operations and uphold governance standards. While much of this work happens behind the scenes, it is crucial to the Foundation's success, especially given our unique status as a statutory body.

The details of the position are as follows:

Role: Admin Intern

Start Date: Immediate

Employment Type: Full Time

Duration: 3 months, with the option to extend

Starting salary: RM1,500 - RM2,000 (dependent on experience) per month

Office location: Kuala Lumpur, Malaysia (Hybrid work arrangement where you will be required to be in the office 2-3 times per week)

Key Priorities and Responsibilities for the Role:

The role's key responsibilities are stated below:

- Assist in daily administrative and operational tasks
- Organise, manage, and maintain the shared online drive for easy access and reference.
- Perform proper filing and other clerical duties as required.
- Support the preparation of official correspondence, scheduling, and documentation.
- Assist with meeting arrangements, including coordination of attendees, venue/online setup, and preparation of materials.



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Skills and Competencies

Commitment to our organisational values

- Deep commitment to and belief in YTAR's vision and values
- Humility, compassion, and aptitude for learning
- Strong ownership and independence of work
- High standards of excellence
- Problem-solving skills

Other Requirements:

- Proficient in written and oral communication skills in Bahasa Malaysia and English
- 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
- Willingness to work extended hours (ONLY when necessary).

Application (Applications are on a rolling basis)

1. Submit your updated CV (with 2 referees listed) to hiraniya@yayasantar.org.my
2. In not more than 250 words, tell us why you want to apply for this role.

Shortlisted applicants will be contacted for an interview.



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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 550 Scholars to unlock close to RM21 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, a record of overcoming challenges, strong leadership potential and drive to contribute to Malaysia. We also prioritise 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. Find out more about BTAR [here](#).

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 through building strong technical skill sets and sustainable mindsets. Since 2021, FutureReady has supported 137 university students and graduates on their upskilling journey. Find out more about FutureReady [here](#).