



Yayasan Tunku Abdul Rahman

Vacancy: Programme Coordinator (*FutureReady*)

Why this Role Matters

41% of 25-34 year-old youth face underemployment, and young people from underserved communities often face an uneven starting line when entering the workforce. To prevent young people from contributing to that statistic, we believe in providing students from low-income backgrounds with holistic support to allow them to excel as they enter employment.

To do this, we will be relaunching an employability programme that provides support and guidance to university students from low-income backgrounds to build the mindsets, skills and values to succeed in society and contribute back to the nation. This programme is aimed to be a launchpad for youth with low exposure to leadership / professional development opportunities, to challenge and take a chance on themselves with new experiences.

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 *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-Hajj.

Position Overview

As a Programme Coordinator, you will work closely with the Programme Manager to support the end-to-end execution of this employability programme, namely via design, execution and coordination of the programme, in areas including and not limited to participant, partner and alumni management, recruitment, marketing, logistics, and impact measurement. You will have the opportunity to shape and craft a new programme that supports the readiness of young people from underserved

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Yayasan Tunku Abdul Rahman (Akta Parlimen No. 43 Tahun 1966)

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communities across Malaysia to excel after education in an increasingly challenging world.

By the end of the contract, you will be expected to have played a significant role in a well-coordinated employability programme and to have significantly contributed to participants in the short and long term, who will be better equipped to go on to access ambitious career opportunities that can be attributed to their experience with the programme.

The details of the position are as follows:

Role	Full-time Programme Coordinator
Start Date	May / June 2026 (negotiable)
Office Location	Menara UOA, Bangsar, Kuala Lumpur
Employment Type	1-Year contract, with possibility of extension
Starting Salary	Executive level - RM3,300.00 per month upwards Senior Executive level - RM4,200 per month upwards
Benefits	Medical Insurance Allowance Data Allowance Hybrid work arrangement 16 days of annual leave Statutory EPF and SOCSO contributions

Key Priorities and Responsibilities for the Role

As an Employability Programme Coordinator, you will be:

Programmes

- Refining curriculum, participant journey design and engagement strategies.
- Coordinating the end-to-end delivery of the employability programme, including workshops, coaching sessions and capstone activities.
- Managing programme logistics such as scheduling, venues, materials, accommodations, transportation, catering, and participant communications.
- Acting as the key point of contact for participants throughout the programme journey, including onboarding and offboarding processes such as briefings and feedback collection.
- Coordinating budget tracking, procurement and vendor management.
- Supporting the Programme Manager in other cross-programme matters.



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Recruitment and Marketing

- Executing the promotion, recruitment and selection of participants for the employability programme.
- Supporting the execution of the programme's marketing strategy.

Participant Engagement and Support

- Building positive, supportive relationships with participants and alumni, while fostering a professional and inclusive learning environment.
- Monitoring participant attendance, engagement and progression, and managing participant issues and conflicts in line with [YTAR's policies](#) and the programme's Code of Conduct.
- Supporting participants in understanding programme expectations, milestones and outcomes, including professional conduct and accountability.

Partnerships and Stakeholder Management

- Coordinating with external partners, guests, volunteers, mentors, universities, government bodies and alumni to support programme activities and opportunities.
- Supporting the curation and coordination of career-readiness opportunities.
- Liaising with internal teams to align programme activities with broader Foundation initiatives.

Monitoring, Evaluation and Learning

- Maintaining accurate programme records, including participant and alumni databases, expenditure, and other forms of documentation
- Managing, expanding and communicating insights from programme metrics and outcomes for internal and external stakeholders in the form of updates, reports and presentations.
- Staying informed on employability trends, youth workforce challenges, and best practices in skills development.
- Collaborating with the Marketing and Partnerships team to produce features that highlight alumni success stories and opportunities, as well as stewardship communications, including donor reports.

Values and Competencies

This role is ideal for you if:

- You are aligned with the Foundation's vision, mission and values.
- You believe in expanding access to education, skills, and opportunities, and are committed to building a more equitable Malaysia.
- You are energised by engaging with communities and building meaningful



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relationships.

- You demonstrate humility and empathy with high emotional intelligence when supporting alumni from diverse and underserved backgrounds.

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:

- Prior experience with end-to-end programme management, inclusive or recruitment, selection, programme design and execution, as well as impact measurement.
- Prior experience working with youth from low-income communities (teaching, mentoring, facilitation, training, coaching, or youth development)

Other Requirements

1. Strong written and verbal communication skills, with proficiency in Bahasa Malaysia and English.
2. Willingness to travel within Malaysia, with all costs claimable from YTAR.
3. Willingness to work on weekends and nights when required, with replacement leave provided.

Application details in the next page.



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Application Details

Please submit an application form to bit.ly/WorkWithYTAR before **31st May 2026**:

Answer the following questions in the application form (not more than 300 words per question):

1. Why do you want to apply for this role?
2. What does a “well-run programme” mean to you? Describe a detail that you think most people overlook, and why it matters.
3. What are your professional ambitions in the next 5-10 years? Please elaborate on how joining YTAR will support you in achieving them.

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