



Yayasan Tunku Abdul Rahman

Vacancy: Intern (Programme & Administration)

About Yayasan Tunku Abdul Rahman (YTAR)

Yayasan Tunku Abdul Rahman (YTAR) is a statutory body established in 1966 by the Tunku Abdul Rahman Foundation Act. The Foundation is committed to building a thriving, equitable and inclusive society where all Malaysians are able to achieve the full potential of themselves and the nation.

The Foundation focuses on empowering young Malaysians between the ages of 16 to 25, particularly those from underserved communities, through its Closing The Gap (CTG) programme, the Tunku Abdul Rahman Scholarship (BTAR), and the Future**Ready** programme. Read more about our programmes in the Appendix section.

Position Overview

The Foundation is seeking a mission-driven Programme Intern who is proactive, creative and able to support the Foundation's programmes and administration.

The Programme & Administration Intern will support the programme team in the planning, development, implementation, and administration of the Tunku Abdul Rahman Foundation's programmes.

Details

Role: Intern (Programme & Administration)

Start Date: 1st October 2024

Employment Type: Full Time

Duration: 3 months, with the option to extend

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

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:

- Support in the coordination and facilitation of workshops, events, and activities related to the programmes.
- Identify and share development opportunities for students (eg: skills training, university and scholarship opportunities, identifying internship collaborations).
- Support data collection, measurement and analysis for programmatic impact reporting.
- Assist in the administrative procedures of the organization, which involves tasks such as organising files, planning logistics for events, and managing the claims process.
- Offer administrative assistance to facilitate smooth office operations, such as maintaining inventory, overseeing check-in/out procedures, and ensuring cleanliness.
- Aid in the creation and implementation of the organization's Standard Operating Procedures (SOP) to establish a robust foundation for the system.

Skills and Competencies

Commitment to our organizational 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:

- Desirable: Prior experience working with youth, universities and/or NGOs.
- Skill with software and applications used in online teaching and learning.
- Proficient written and oral communication skills in English and Bahasa Malaysia.
- Willingness to travel within Malaysia.
- Willingness to work on weekends and nights when required (replacement leave provided).

Application (Deadline: 18th September 2024):

Please submit your application to program@yayasantar.org.my. Your application should include the following:

1. Updated CV (with 2 referees listed).
2. Answer the following questions (not more than 250 words per question).
 - a) Why do you want to apply for this role?
 - b) What makes you a good fit for this role?

Shortlisted applicants will be contacted for an interview.

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 447 Scholars to unlock close to RM14 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. 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](#).