



**Yayasan Tunku Abdul Rahman**

## **Vacancy: Programme Executive / Senior Executive (Employability)**

### **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 employability programmes. 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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### **Why this Role Matters**

Young people from underserved communities often face an uneven starting line when entering the workforce. 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 launching a new 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.

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### **Position Overview**

As a Programme Executive / Senior Executive, 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 communities across Malaysia to excel after education in an increasingly challenging world.

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

Alamat A-10-10 Menara UOA Bangsar, 59000 Bangsar, Kuala Lumpur Tel +603 2283 6063/6073 [Laman Web yayasantar.org.my](http://Laman Web yayasantar.org.my)



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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.

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### The details of the position are as follows:

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

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### Key Priorities and Responsibilities for the Role

As an Employability Programme Executive, 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.

#### Recruitment and Marketing

- Executing the promotion, recruitment and selection of participants for the



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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.

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## Values and Competencies

### This role is ideal for you if:

- You have a deep commitment to and belief in Yayasan Tunku Abdul Rahman's vision, mission and values of Honour, Leadership, Compassion, Unity.
- You have a strong sense of ownership and ability to work independently.
- You demonstrate humility and empathy with high emotional intelligence when supporting alumni from diverse and underserved backgrounds.



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- You are energised by working directly with students and supporting their transition from education to the working world.
- You are excited by ambitious goals in service of the nation.
- You believe in equitable access to education, skills development and employment, and are committed to building a better Malaysia.

### **We value the following Competencies:**

- Highly organised and thrive on turning plans into action.
- Able to artfully weave between written, verbal, and digital communications with participants, facilitators and partners.
- Able to develop and maintain strong working relationships across all levels of stakeholders.
- Proactively detail-oriented and adaptable with a high standard of excellence, able to manage changes in an environment of working with participants and other stakeholders.
- Motivated and motivational - driven with a growth mindset towards challenges and able to inspire others to join the ride.
- Comfortable planning events, facilitating sessions and representing the Foundation publicly.

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

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### **Key Measure of Success in this Role**

A well-coordinated employability programme, with highly impacted participants in the short and long term, who go on to access ambitious career opportunities that can be attributed to their experience with the programme.

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### Application Details

Please email [hiring.programme@yayasantar.org.my](mailto:hiring.programme@yayasantar.org.my) before **23 January 2026**:

1. Submit your updated curricular vitae (with 2 referees listed).
2. Answer the following questions (not more than 300 words per question)
  - a. Why do you want to apply for this role?
  - b. What does a "well-run programme" mean to you? Describe a detail that you think most people overlook, and why it matters.
  - c. What are your professional ambitions in the next 5-10 years? Please elaborate on how joining YTAR will support you in achieving those goals.

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