



Yayasan Tunku Abdul Rahman

Vacancy: Programme Coordinator (Cikgu CTG)

Why this Role Matters

Only 1 in 5 secondary school students in Malaysia continue to pursue higher education after completing SPM. We believe that quality higher education can drastically change the lives of students and their families. At the Tunku Abdul Rahman Foundation, we support and guide students in planning and reaching their higher education pathways, primarily through our Cikgu CTG programme, where we work with counselling teachers through a community-based approach to reach students from all across Malaysia.

In the first year of the Cikgu CTG programme, we've worked with more than 1000 students across five states, with more than 90% of students sharing that the programme improved their confidence in pursuing higher education after SPM. If you are interested in improving higher education access at a national scale, this is the role for you.

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, Tunku Abdul Rahman Scholarship, and FutureReady 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.

Position Overview

YTAR is seeking a mission-driven Programme Coordinator who is proactive and able to lead the execution of a train-the-trainer higher education access programme that will support students by working directly with counselling and guidance teachers in public secondary schools nationwide. The candidate selected for this role will be



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leading end-to-end the launch, execution and training of this train-the-trainer programme across multiple regions outside of the Klang Valley, with support and guidance from the Programme Manager.

This role is a high-impact opportunity to shape and launch a national programme that will work directly with teachers and community leaders to guide and support hundreds of secondary school students from low-income communities across Malaysia.

The details of the position are as follows:

Role	Programme Coordinator
Start Date	June / July 2026 (negotiable)
Office Location	Menara UOA, Bangsar, Kuala Lumpur Note: <i>This position will require the candidate to travel to other locations throughout Malaysia, with travel costs fully covered by YTAR.</i>
Employment Type	2-Year contract, with possibility of extension
Starting Salary	Depending on experience, RM4,200 per month upwards
Benefits	Medical Insurance Data Allowance Hybrid work arrangement 16 days of annual leave Statutory EPF and SOCSO contributions
Additional Benefits <i>(after one year of service)</i>	Professional Development Fund Health and Wellness Fund Discretionary bonus



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Key Priorities and Responsibilities for the Role

As a Programme Coordinator, you will be focusing on the following key areas:

Programme Design & Execution

- Supporting the planning, design and delivery of training workshops for teachers and trainers as part of our train-the-trainer higher education access programme, with support and guidance from the Programme Lead
- Leading logistics for all programmatic events and workshops across at least two regions outside of KL/Selangor
- Supporting and guiding programme participants on a 1-to-1 basis with contextualised guidance on the execution and delivery of the train-the-trainer programme
- Guiding data collection, impact measurement and data analysis with support from Programme Lead & CEO.
- Supporting programmatic activities for YTAR's other programmes.

Stakeholder & Community Engagement

- Managing and building relationships with public school **teachers, school leaders** and key stakeholders from the **public** and **private** sectors
- Managing a community of programme participants across Malaysia
- Managing the database of programmatic participants for impact reporting

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 relationships.
- You demonstrate humility and empathy with high emotional intelligence when supporting communities 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



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across a range of stakeholders.

The following Skills and Experiences are prioritised:

- At least **2 years** of working experience in teaching, learning or training as well as programme planning and execution, particularly in education or youth development fields. Candidates who do not meet this requirement but who showcase strong fit for the role may still be considered.
- Prior experience working with public sector stakeholders, including teachers.
- Prior experience working with students from low-income backgrounds.

Other Requirements

- Strong written and verbal communication skills, with proficiency in Bahasa Malaysia and English.
- Willingness to travel within Malaysia, with all costs claimable from YTAR.
- Possess own driving licence and vehicle for travel.
- Willingness to work on weekends and nights when required, with replacement leave provided.

Application Details

Please submit your application via bit.ly/WorkWithYTAR by **31 May 2026**. **As part of your application, please respond to the following questions (max 300 words each):**

1. Why are you applying for this position?
2. What are the 3 qualities, skills, or experiences that make you a suitable candidate for this position?
3. What are your professional aspirations for the next 5–10 years? Please explain how joining YTAR can help you achieve these aspirations.

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