



Yayasan Tunku Abdul Rahman

Vacancy: Programme Coordinator

About Yayasan Tunku Abdul Rahman (YTAR)

Yayasan Tunku Abdul Rahman (YTAR) is a statutory body established in 1966 under the Tunku Abdul Rahman Foundation Act. The Foundation is dedicated to fostering a progressive, equitable, and inclusive society in which every young person can reach their full potential in service to the nation.

We empower high-potential and deserving youths with capital, opportunities, skills and values through our development programme, such as the Closing The Gap (CTG) programme, the Tunku Abdul Rahman Scholarship (BTAR), and the FutureReady programme. These programmes aim to support youth to shape better futures for themselves, their communities, and Malaysia.

For more information, visit www.yayasantar.org.my.

Position Overview

Through our Closing The Gap (CTG) programme, we have supported high-potential, under-represented students with the knowledge, skills and mindset to enter universities and achieve their fullest potential. Since 2017, CTG has supported 651 Scholars to unlock close to RM25 million in scholarships and pursue their higher education at Stanford University, University Malaya, Sunway University and various other institutions.

In 2025, YTAR launched a new higher education access and guidance programme based on our experience running Closing The Gap. Through this programme, we have expanded our work in higher education access to provide contextualised guidance to students from across Malaysia to set and reach their post-SPM goals.

YTAR is seeking a mission-driven Programme Coordinator who is proactive, creative and able to lead the execution of a train-the-trainer higher education access programme that will support hundreds of students via a localised train-the-trainer programme that works directly with counseling and guidance teachers, in public secondary schools nationwide. The candidate selected for this role will be leading end-to-end the launch, execution and final 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.

Role: Programme Coordinator

- **Start Date:** February 2025 onwards
- **Starting salary:** RM4,200 upwards based on candidate experience, with EPF and SOCSO contribution
- **Additional benefits:** Monthly allowance for medical treatment, insurance and data, with 16 days of annual leave per year
- **Office location:** Kuala Lumpur, Malaysia

Key Priorities and Responsibilities for the Role

Programme Design & Execution:

- Support 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 Programme Lead
- Lead logistics for all programmatic events and workshops across at least two regions outside of KL/Selangor
- Support and guide programme participants on a 1-to-1 basis with contextualised guidance on the execution and delivery of the train-the-trainer programme
- Guide data collection and impact measurement with programme participants and lead data analysis with support from Programme Lead & CEO.
- Support programmatic activities for YTAR's other programmes

Community Management:

- Manage and build relationships with teachers, school leaders and key stakeholders from the government and private sector
- Manage a community of programme participants across Malaysia
- Manage database of programmatic participants for impact reporting purposes

Skills and Competencies

Commitment to our organisational values

- Deep commitment to and belief in Yayasan Tunku Abdul Rahman's vision and values
- Humility, compassion, and aptitude for learning
- Strong ownership and independence of work
- High standards of excellence
- Proactivity, adaptability and problem-solving skills

Skills & Experience

- 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.
- Prior experience working with students from low-income backgrounds.
- Strong written and verbal communication skills, with high proficiency in Bahasa Malaysia and English.

Other Requirements:

- Desirable: Prior experience working with school students or teachers
- Willingness to travel across Peninsular Malaysia and to East Malaysia for work
- Possesses own driving licence and vehicle for travel
- Willingness to work on weekends and nights when required (replacement leave provided)

Application Details

Please email **hiring.programme@yayasantar.org.my** before 23 January 2026

1. Submit a recently updated CV (with 2 referees listed).
2. Answer the following questions (not more than 250 words per question):
 - a) Why are you applying for this position?
 - b) What are the 3 qualities, skills, or experiences that make you a suitable candidate for this position?
 - c) 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.