



Yayasan Tunku Abdul Rahman

YTAR Internship Programme

About Yayasan Tunku Abdul Rahman (YTAR)

Yayasan Tunku Abdul Rahman is a statutory body established in 1966 by the Tunku Abdul Rahman Foundation Act. The Foundation strives 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.

The Foundation focuses 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 the Future**Ready** programme. Read more about our work at www.yayasantar.org.my

Why Intern at YTAR?

The work we do at YTAR has been shaped by the many interns who have contributed their commitment and energy over the years. While internships may last only a few months, the impact of their contributions often continues long after.

Through the YTAR Internship Programme, interns can expect meaningful exposure to the social impact sector through a balance of both behind-the-scenes work that powers our programmes and experiences that bring our impact to life.

Interns will have the opportunity to get their hearts and hands deeply involved in various aspects of our work, including programmes, communications, partnerships, admin and finance.

We welcome individuals who are curious and eager to contribute to furthering our mission, whether you are an SPM leaver, taking a gap year, seeking a university internship, a fresh graduate or exploring a transition into the social-impact sector.

As a YTAR intern, you will:

- Gain hands-on experience across different areas of work
- Build a professional network within the YTAR community
- Receive one-to-one check-ins, mentorship and feedback with supervisors
- Explore your interests, strengths and career aspirations

Internship Details

Duration	2 - 3 months, with opportunities to extend
Allowance	RM1,800–RM2,200 per month (Depending on qualifications)
Leave	1 day of leave entitlement per month
Location	Menara UOA Bangsar, Kuala Lumpur
Work Arrangement	Hybrid arrangement (2–3 days in office weekly)

General Competencies and Requirements

General Competencies

We are looking for individuals who:

- Believe in and align with our mission, vision and values
- Demonstrate humility, compassion and willingness to learn
- Have a strong sense of ownership and can work independently when needed
- Approach challenges with curiosity and problem-solving mindset

General Requirements

- Have strong written and verbal communication skills in English and Bahasa Melayu
- Are comfortable using Microsoft Office, Google Workspace and digital collaboration tools
- Are willing to travel within Malaysia when required (compensation provided)
- Are open to supporting events or activities on selected weekends or evenings (compensation provided)

Internship Tracks

Interns are placed within one of three core departments: **Administration and Finance, Programmes**, and **Communications and Partnerships**.

At YTAR, we believe that every department plays an important role in advancing our mission. While each track provides focused learning and exposure, interns can also expect opportunities to work cross-functionally across different departments.

Admin and Finance

Support the operational and governance foundations that enable YTAR's programmes and impact. You will gain exposure to compliance, administration and backend processes that support the Foundation's day-to-day operations. While much of this work happens behind the scenes, it is essential to the Foundation's unique role as a statutory body.

A typical week at work involves:

- Coordinating documentation, organisational systems and workflows.
- Supporting governance and compliance processes required of a statutory body.
- Ensuring processes and practices align with organisational policies and regulations.
- Coordinating administrative and office operations, including file management, meeting preparation, and responding to enquiries.

You may thrive in this role if you:

- Have basic proficiency in digital tools, including Google Sheets, Microsoft Excel and Microsoft Office.
- Are comfortable managing documentation, coordination and administrative processes.
- Have an interest in organisational systems, governance or policy-related work.
- Are organised, detail-oriented and able to manage multiple responsibilities effectively.
- Enjoy creating structure, policies and keeping systems organised.

Programmes

Support programmes that empower high-potential and high-need Malaysian youth to unlock their full potential through workshops, opportunities and mentorship. You will gain exposure to the planning, development, implementation, administration and evaluation of the YTAR's programmes.

A typical week at work involves:

- Supporting the design, planning and implementation of workshops, events, and activities related to the programmes.
- Supporting procurement and logistical coordination for programmes.
- Liaising with community members and partners through regular and professional communications.
- Supporting the documentation and maintenance of processes and knowledge transfer systems across departments.
- Identifying and sharing development opportunities for students (eg, skills training, university and scholarship opportunities, and identifying internship collaborations).
- Supporting data collection, measurement and analysis for programmatic impact reporting.
- Representing the organisation in meetings, conferences, or other events.

You may thrive in this role if you:

- Enjoy engaging directly with youth, communities and partners.
- Have an interest in education, youth development and leadership programmes.
- Have prior experience working with youth, universities and/or NGOs.

Communications and Partnerships

Help communicate our work and strengthen relationships that support our mission. You will gain exposure to communications, be it through social media or design, storytelling and partnership development, while supporting initiatives that amplify our impact and community.

A typical week at work involves:

- Developing content across YTAR's digital platforms and communication channels.
- Creating written and visual content for social media, campaigns, partnership materials and outreach efforts.
- Capturing the stories and experiences of Scholars, Mentors, and community members.
- Supporting partnership development by identifying and engaging organisations that can support YTAR's work.
- Preparing reports and updates that communicate YTAR's impact to partners and supporters.
- Supporting the organisation and execution of events and programmes for the YTAR community.

You may thrive in this role if you:

- Enjoy storytelling and communicating ideas through writing, design, video and digital media.
- Have an interest in content creation, including graphic design, photography, videography and video editing.
- Are creative, adaptable and proactive in bringing ideas, campaigns and projects to life.
- Are interested in community engagement and partnership-building within the social impact sector.
- **Desirable:** Familiarity with tools such as Canva, CapCut, Wix, Adobe Creative Suite, DaVinci Resolve or other relevant software.

Application Process

Applications are accepted on a rolling basis throughout the year.

1. Complete the application form at <https://forms.gle/SNhH4nRmbzVzeBueg>
2. Answer the following questions in the application form (not more than 300 words per question):
 - a. Why do you want to apply for this internship programme at YTAR?
 - b. What is one goal you would like to achieve during this internship, and how do you plan to achieve it?

Shortlisted applicants will be invited for a virtual interview. Applications will be reviewed on a rolling basis.