



Vacancy: *FutureReady* Programme Coordinator Yayasan Tunku Abdul Rahman

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

The FutureReady Coordinator is proactive, creative and able to support the execution and coordination of the FutureReady programme, a 4-month employability programme executed in collaboration with our corporate MNC partner, Accenture Malaysia. The programme is focused on improving employability among high-need youth and upskilling students through building strong technical and soft skill sets paired with sustainable mindsets. Since 2021, FutureReady has supported 184 university students and graduates on their upskilling journey.

The Coordinator supports the Senior Programme Executive in areas including and not limited to the programme's participant, partner and alumni management, recruitment, marketing, logistics, and impact measurement. Additionally, the Coordinator is responsible for supporting the MNC in the execution of programmatic content while aligning YTAR and the MNC toward the same goal for the FutureReady programme.

This role is an opportunity to shape a programme that supports the readiness of young people from underserved communities across Malaysia to take on increasingly challenging job markets and workplace environments.

Role: Programme Coordinator

Employment Type: Full time

Start Date: 1 March 2025

Duration: 10 months

Starting Salary: RM3,300 upwards based on candidate experience

Additional Benefits: Data Allowance

Medical Insurance Allowance

13 days of annual leave

EPF & SOCSO contributions

Hybrid working arrangement

Office Location: Bangsar, Kuala Lumpur, Malaysia

Mukasurat **1** daripada **6**

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



Note: The role will require travel to the office at least twice a week.

Key Priorities and Responsibilities

The Programme Coordinator's key responsibilities include:

- Executing the promotion, recruitment and selection of participants for the FutureReady programme, with guidance from the Programme Manager
- Executing all logistics and operations of the programme, including providing assistance to the MNC for content delivery
- Leading and executing FutureReady's marketing strategy, with input and guidance from the MNC and YTAR's Marketing team
- Managing stakeholders, consisting of the MNC, YTAR staff members, alumni, other private and public stakeholders such as universities and programme participants, to ensure alignment of goals and deliverables
- Designing and executing impact measurement of the programme with the eventual goal of creating an impact report for the MNC as well as social media platforms, with guidance from the Senior Programme Executive
- Managing and maintaining all knowledge, SOPs and documentation of FutureReady to ensure a smooth handover to future FutureReady Coordinator
- Supporting the Senior Programme Executive in cross-programme alumni management.

Skills and Competencies

- Deep commitment to and belief in Yayasan Tunku Abdul Rahman's vision and values
- Strong ownership and independence of work, proactive attitude and an ability to adapt to new conditions
- Foundational project management skills to be able to manage the programme from ideation to post-mortem
- Strong organisational and adaptive skills
- Good stakeholder management skills, particularly in managing multiple interests
- Good social media management acumen, including a creative eye for building aesthetically strong visuals and campaigns

Experience with Learning Management and design softwares (such as Google Classroom, Canvas, Adobe and Canva) is desirable.

Skills & Experience

At least 1 year of working experience in digital marketing, particularly in education or youth development fields. **Fresh graduates who showcase strong fit for the role may be considered.**

- Strong relationship building and stakeholder engagement skills.
- Strong written and verbal communication skills, with high proficiency in English and moderate proficiency in Bahasa Malaysia.
- Prior experience in project management



Other Requirements:

- Desirable: Prior experience working with youth, universities and/or NGOs
- Willingness to travel within Klang Valley
- Willingness to work on weekends and nights when required (replacement leave provided)

Application (Deadline 31 January 2025):

Please email futureready@yayasantar.org.my by 31 January 2025.

1. Submit your updated CV (with two referees listed) and a portfolio of prior design/copywriting, if available.
2. Answer the following questions (not more than 300 words per question):
 - a. Why do you want to apply for this role?
 - b. Choose 1 from the following to answer:
 - i. Share a situation where you had to adapt to an unfamiliar role or professional situation.
 - ii. Share a situation where you had to address a conflict
 - c. In your view, what are the most important elements in the success of an employability programme for university students?

Shortlisted applicants will be contacted for a virtual assessment as well as an interview. All applications will be considered on a rolling basis - applicants are encouraged to submit their applications as early as possible.



Jawatan Kosong: Penyelaras Program *FutureReady* Yayasan Tunku Abdul Rahman

Pengenalan Yayasan Tunku Abdul Rahman (YTAR)

Yayasan Tunku Abdul Rahman (YTAR) merupakan sebuah badan berkanun yang ditubuhkan pada tahun 1966 di bawah Akta Yayasan Tunku Abdul Rahman. Yayasan berdedikasi untuk membentuk masyarakat yang progresif, saksama dan inklusif dimana setiap golongan muda mampu mencapai potensi tertingginya dalam berkhidmat kepada negara.

Kami memperkasa belia berpotensi tinggi dan berkeelayakan dengan kapital, peluang dan nilai melalui program pembangunan, seperti Closing The Gap (CTG), Biasiswa Tunku Abdul Rahman (BTAR) dan *FutureReady*. Program-program ini bermatlamat untuk membantu belia membentuk masa depan mereka, komuniti dan Malaysia yang lebih baik.

Gambaran Keseluruhan Jawatan

Penyelaras Program *FutureReady* hendaklah bersifat proaktif, kreatif dan mampu dalam pelaksanaan serta penyelarasan program *FutureReady*. *FutureReady* adalah sebuah program kebolehpasaran selama 4 bulan yang dilaksanakan dengan kolaborasi bersama rakan usahasama MNC, Accenture Malaysia. Program ini berfokus untuk menambah baik tahap kebolehpasaran belia berkeperluan tinggi dan menambah kemahiran pelajar melalui pembinaan kemahiran teknikal dan insaniah yang kukuh bersama set minda yang lestari. Sejak 2021, *FutureReady* telah membantu 184 pelajar universiti dan graduan dalam perjalanan menaik taraf kemahiran mereka.

Penyelaras membantu Eksekutif Kanan Program dalam tugas-tugas yang merangkumi dan tidak terhad kepada peserta program, rakan usahasama dan pengurusan alumni, pemilihan, pemasaran, logistik dan laporan impak. Tambahan lagi, Penyelaras bertanggungjawab membantu MNC melaksanakan kandungan program dalam masa yang sama membantu YTAR dan MNC menuju matlamat program *FutureReady* yang sama.

Jawatan ini adalah peluang untuk membentuk program yang membantu kebersediaan golongan muda daripada komuniti kurang bernasib baik seluruh Malaysia menghadapi pasaran kerja yang semakin mencabar dan persekitaran pekerjaan.



Jawatan: Penyelaras Program

Status Jawatan: Sepenuh Masa
Tarikh Mula: 1 March 2025
Durasi: 10 bulan
Gaji Permulaan: RM3,300 dan ke atas berdasarkan pengalaman calon
Faedah Tambahan: Elaun Data
Elaun Insurans Perubatan
Cuti tahunan sebanyak 13 hari
Sumbangan KWSP dan SOCSO
Susunan kerja hibrid
Lokasi Pejabat: Bangsar, Kuala Lumpur, Malaysia

Nota: Jawatan ini memerlukan bekerja di pejabat sekurang-kurangnya dua kali seminggu.

Keutamaan dan Tanggungjawab Utama

Tanggungjawab utama Penyelaras Program termasuklah:

- Melaksanakan urusan promosi, merekrut dan memilih peserta program **FutureReady** dengan bimbingan Pengurus Program.
- Melaksanakan kesemua urusan logistik dan pengoperasian program, termasuklah memberikan bantuan kepada pelaksanaan kandungan MNC.
- Mengetuai dan melaksanakan strategi pemasaran **FutureReady** dengan input dan bimbingan daripada MNC serta pasukan Pemasaran YTAR.
- Menguruskan golongan berkepentingan daripada MNC, ahli staf YTAR, alumni, pihak berkepentingan awam dan swasta yang lain, seperti universiti dan peserta program bagi memastikan matlamat dan hasil sejajar.
- Mereka dan melaksanakan laporan impak program dengan matlamat akhir untuk membenteng laporan impak kepada MNC serta platform media sosial dengan bimbingan daripada Eksekutif Kanan Program.
- Menguruskan dan menyimpan kesemua pengetahuan, SOP dan dokumentasi **FutureReady** bagi memastikan penyerahan tugas kepada Penyelaras **FutureReady** akan datang lebih mudah.

Kemahiran dan Kecekapan

- Mempunyai komitmen dan kepercayaan mendalam terhadap visi dan nilai.
- Mampu bekerja secara sendiri dan pemilikan yang kukuh terhadap kerja, bersikap proaktif dan berkemampuan untuk mengadaptasi persekitaran baru.
- Kemahiran pengurusan yang kukuh bagi mengurus program daripada sebuah idea sehingga post-mortem
- Kemahiran organisasi dan adaptasi yang tinggi.
- Kemahiran pengurusan golongan berkepentingan yang bagus terutama dalam menguruskan pelbagai kehendak.



- Pengurusan media sosial yang bagus termasuk bakat dalam mereka visual dan kempen yang estetik.

Pengalaman Pengurusan Pembelajaran dan perisian rekaan (seperti Google Classroom, Canvas, Adobe dan Canva) sangat diperlukan.

Kemahiran & Pengalaman

Mempunyai sekurang-kurangnya 1 tahun pengalaman dalam pemasaran digital, terutama dalam bidang pendidikan atau pembinaan belia. Lulusan graduan yang menunjukkan potensi tinggi akan dipertimbangkan.

- Kemahiran perhubungan bersama golongan berkepentingan yang tinggi.
- Kemahiran menulis dan bertutur yang tinggi dengan kefasihan tinggi dalam bahasa Inggeris dan sederhana dalam bahasa Melayu.
- Mempunyai pengalaman dalam pengurusan projek.

Kriteria Lain

- Diperlukan: Mempunyai pengalaman bekerja bersama belia, universiti dan/atau NGO.
- Bersedia melakukan perjalanan di sekitar Lembah Klang.
- Bersedia untuk bekerja pada hujung minggu dan waktu malam apabila diperlukan (cuti gantian disediakan).

Tarikh Akhir Permohonan (31 Januari 2025):

Sila emelkan permohonan anda ke futureready@yayasantar.org.my sebelum 31 Januari 2025.

1. Hantar CV anda yang telah dikemaskini (sertakan 2 rujukan yang disenaraikan) serta portfolio rekaan lepas/copywriting jika ada.
2. Jawab soalan berikut (tidak melebihi 300 patah perkataan bagi setiap soalan):
 - a. Mengapa anda ingin memohon jawatan ini?
 - b. Pilih salah satu dan jawab:
 - i. Kongsikan satu situasi dimana anda perlu mengadaptasikan diri dalam jawatan atau situasi professional yang diluar keselesaan anda.
 - ii. Kongsikan satu situasi dimana anda perlu menangani sebuah konflik.
 - c. Pada pandangan anda, apakah elemen yang paling penting bagi menjayakan sebuah program kebolehpasaran bagi pelajar universiti?

Calon yang disenarai pendek akan dihubungi untuk penilaian atas talian serta temuduga. Kesemua calon akan dinilai mengikut giliran penghantaran – calon disarankan untuk menghantar permohonan secepat yang mungkin.