IKLAN: UNITEN/SM (ADS) NO.13/2023

Universiti Tenaga Nasional (UNITEN) is one of the leading private universities in Malaysia, fully owned by Tenaga Nasional Berhad, the Malaysian largest power utility company. We offer accredited academic programmes and professional training of high quality. In line with our rapid expansion, we invite qualified, self-motivated and dynamic individuals with drive to excel and grow to join our team as :-

EXECUTIVE
(CORPORATE COMMUNICATION)

REQUIREMENTS:

- A Malaysian citizen;
- Degree in Communications, Public Relations, Marketing or equivalent in related discipline with at least CGPA 2.70 and above or 2nd Class Upper.
- Excellent written (ability to write in a journalistic style that is customary for corporate and external publications) and oral communication skills.
- Good knowledge of relevant IT, creative and social media applications.
- Mature, diligent, conscientious in meeting deadlines and able to work independently with minimum supervision and under pressure.
- Age 30 years old and below.

RESPONSIBILITIES:

- Responsible in corporate branding, publications and public relations.
- Produce written / communications materials, including speeches, advertorials, remarks, talking points, briefings, summaries, and reports.
- Writing and editing content for annual report, website, newsletters, and other communication materials.
- Undertake extensive research for fact-checking to ensure the accuracy and relevancy of the written materials.
- Strategize and implement the end-to-end brand campaigns from ideation and conceptualization to execution/output to uplift the UNITEN image.
- Assist in driving significant PR activities which include media relations and correspondence, media planning.
- Prepare press releases, media briefings, Q&As, and any other content which aligns with corporate strategies.
- Explore new opportunities and channels for increasing the media exposure.
- Prepare communication materials and handle media related matters.

PLACEMENT:

UNIVERSITI TENAGA NASIONAL,
Putrajaya Campus,
Jalan Ikram-UNITEN
43000 Kajang, Selangor.

ADVERTISEMENT DATE:

29th May 2023 – 11th June 2023

EXECUTIVE
(CORPORATE COMMUNICATION)

Interested applicants are invited to submit detailed resume/CV, together with certified true copies of birth certificate, identity card, transcript & educational certificates, and latest passport-sized photograph (non-returnable) by e-mail/post to the address below: -

HUMAN RESOURCE DEPARTMENT,
UNIVERSITI TENAGA NASIONAL
JALAN IKRAM-UNITEN,
43000 KAJANG, SELANGOR.
or
e-mail: **hr@uniten.edu.my**

By applying, you have given consent and authorized the Universiti Tenaga Nasional ("UNITEN") to collect, process, record, store and/or disclose personal data and sensitive personal data for all purposes associated in relation to your agreement, education, administration, attendance record and any other lawful activities performed or related to services rendered by UNITEN.

Only short-listed candidates will be called for an interview.

Creative, Innovative & Energetic

"UNITEN PRACTICES A NO GIFT POLICY"