

Yayasan Canselor Universiti Tenaga Nasional (YCU) was established on 2 June 2009 by Universiti Tenaga Nasional (UNITEN) to receive and administer funds for the purpose of promoting education or any charitable purposes. In fulfilling this main agenda, building endowment fund through various short and long-term fund-raising initiatives will be part of YCU's continuous effort. In line with this, we invite qualified and suitable candidates to join us as :



## **DIRECTOR, YAYASAN CANSELOR UNITEN**

### **REQUIREMENTS :**

- A Malaysian citizen;
- Bachelor's Degree in relevant field preferably in the discipline of Accounting or Finance. Candidates with professional qualification or advanced degree are preferred.
- Minimum of 10 years of professional work experience in a leadership role within a foundation or related field, involving the management of significant organizational change.
- Proven success in fundraising and resource development.
- Experience in developing budgets, analyzing revenue and fiscal management and planning.
- Strong understanding of higher education and philanthropy.
- Excellent leadership and team management skills.
- Strong communication and interpersonal abilities.
- Strategic thinking and planning skills.
- Financial management and budgeting expertise.
- Relationship-building and networking skills.

### **RESPONSIBILITIES :**

#### **Strategic Planning:**

- Formulates the foundation's long-term strategic plan, analyse and make recommendations in relation to matters such as emerging industry trends, competitive dynamic, expansion opportunities and business performance enhancement.

#### **Leadership and Management:**

- Provide leadership to the foundation's staff, ensuring effective management and coordination of activities.
- Oversee the day-to-day operations of the foundation.

#### **Fundraising and Resource Management:**

- Develop and execute fundraising strategies to secure financial support for the foundation's initiatives and projects.
- Manage financial resources, budgets, and expenditures to ensure the foundation operates within its means.

#### **Program Development and Oversight:**

- Work with relevant stakeholders to identify and develop programs, initiatives, and projects that align with the foundation's mission.
- Plan and manage funds for promoting education, research, development and charitable activities for organization.

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### Community and Stakeholder Engagement:

- Build and maintain positive relationships with key stakeholders, including donors, alumni, government entities, and community partners.
- Represent the foundation in various forums and events.

### Reporting and Evaluation:

- Provide regular reports to the university administration, board members, and other stakeholders on the foundation's activities and achievements.
- Establish and implement evaluation mechanisms to assess the impact of the foundation's initiatives.

### Policy Development and Compliance:

- Plan and manage donation and investment of excess funds in line with Inland Revenue procedure.
- Ensure that the foundation operates in accordance with relevant laws and regulations.
- Ensure all domestic and international transactions are properly recorded and must be made available for review by the authorities.

### Advocacy and Public Relations:

- Advocate for the foundation's mission and objectives within the university and the broader community.
- Manage public relations and communication efforts to enhance the foundation's visibility and reputation.

### Board Relations:

- Work closely with the foundation's board of trustees, providing them with the information and support needed for effective governance.

### PLACEMENT:

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

### ADVERTISEMENT DATE:

17<sup>th</sup> November 2023 –30<sup>th</sup> November 2023

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 to [hr@uniten.edu.my](mailto:hr@uniten.edu.my)

By applying, you have given consent and authorized the Universiti Tenaga Nasional ("UNITEN") / UNITEN R&D ("URND") 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"