

Universiti Tenaga Nasional (UNITEN) is one of the Government Linked Universities (GLUs) in Malaysia operates two campuses; one main campus in Putrajaya and the other is in Bandar Muadzam Shah, Pahang. UNITEN is a unique institution, focusing on Engineering, Computer Science & Information Technology, Business, Accounting, Finance, Energy Management and related areas.



We offer accredited academic programmes, research services and professional training & consultancy of high quality. In line with our rapid expansion, we invite qualified and suitable candidates to join us as :

MANAGER (CORPORATE COMMUNICATION)

REQUIREMENTS :

- A Malaysian citizen.
- Bachelor's Degree in Communication/Public Relations/Journalism/Advertising or equivalent with at least CGPA 2.70;
- Minimum of 7 years; experience in similar position;
- Exceptional writing and verbal communication skills in both Bahasa Malaysia and English communication for internal and external communications, including press releases, speeches, letters, branding and advertising materials.
- A proactive person and who is flexible, able to provide creative solutions with a professional appearance;
- Technical skills including ability to work independently in a deadline - oriented environment;
- Experience in organizing, planning and executing large scale of corporate events i.e. from envisioning stage to successful implementation;
- Excellent Customer Complaint Management/ Customer Relationship Building;
- Proven ability to lead, motivate and develop others.

RESPONSIBILITIES :

- Responsible in managing corporate communication unit on Media Management, Event Management, Government Relations, Customer Relationship Management, Publication & Brand Management, Website Management and Corporate Social Responsibility (CSR) activities;
- Act as custodian to the university's visual identity;
- Develop and maintain good networking with the media and establish strategic overview for media activities;
- Responsible to identify and communicate strategic messages for distribution to the media, thus creating public awareness of the university;
- Plan, organize and coordinate all corporate event management of the university and provide protocol advisory;
- To provide editorial services i.e. speech writing;
- To liaise with government authorities and royalties;
- Lead and supervise the administrative of Customer Satisfaction Index;
- Ensure effective and efficient administrative for UNITEN Customer Centre;
- Lead, supervise and monitor production of e-Bulletin, UNITEN Annual report, Convocation book and related publications;
- Provide advisory services on the appropriate content for website as a means of communication and marketing tool of the university;
- Direct other ad-hoc responsibilities from time to time;
- Ensure all daily administrative tasks of the department are followed through satisfactorily.

MANAGER (CORPORATE COMMUNICATION)

PLACEMENT:

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

ADVERTISEMENT DATE:

31st October 2023 –13th 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

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"
