

Universiti Tenaga Nasional (UNITEN) is one of the Government Linked Universities (GLUs) in Malaysia that operates in 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:



EXECUTIVE SULTAN HAJI AHMAD SHAH CAMPUS (KSHAS)

UNITEN is seeking a proactive and detail-oriented Executive to support student development initiatives and enhance the overall student experience through leadership programmes, co-curricular activities, student engagement and community outreach. The successful candidate will play a key role in fostering student growth, empowerment and holistic development while ensuring effective administration and stakeholder collaboration.

KEY RESPONSIBILITIES:

The Executive shall be responsible for, but not limited to, the following:

- Plan, coordinate and implement student development programmes focusing on character building, leadership, ethical values and student identity.
- Organise leadership training, team-building activities, orientation programmes, facilitator courses and student engagement initiatives.
- Manage and oversee student clubs, societies, co-curricular activities and Student Representative Council (SRC) operations, including elections and governance.
- Promote student empowerment through employability, volunteerism, community engagement, CSR programmes and industry exposure activities.
- Provide guidance, mentorship and welfare support to students while fostering a positive student experience.
- Coordinate SCORUN implementation, student participation, records management and reporting.
- Manage USDIC secretariat functions, student club and society administration, and allocation of activity budgets.
- Prepare reports, maintain student records and documentation, monitor expenditures, and ensure compliance with institutional and regulatory requirements.
- Establish and maintain collaborations with industry partners, government agencies, NGOs and local communities to enhance student development opportunities.
- Perform any other duties and responsibilities as assigned by the Head of Unit.

REQUIREMENTS:

- A Malaysian citizen.
- Age 30 years old and below.
- Bachelor's degree in relevant field.
- 1-3 years of working experience in administration or functional areas.
- Familiar with administrative procedures, documentation, and record management.
- Experienced professionals or fresh graduates are encouraged to apply.
- Independent, self-motivated, and driven to deliver results.
- Outstanding time management and attention to detail skills.
- Excellent written and verbal communication skills in both English and Bahasa Melayu.
- Proactively employ strategic and critical thinking in solving issues and challenges.
- Energetic and able to work under pressure.

PLACEMENT:

UNIVERSITI TENAGA NASIONAL,
Sultan Haji Ahmad Shah Campus (KSHAS),
26700 Muadzam Shah, Pahang

ADVERTISEMENT DATE:

28th July 2026 – 09th August 2026

Applications must be accompanied by the UNITEN 188C Form, Resume/CV, certified copies of academic certificates, training certificates, records of involvement, and other supporting documents.

Complete applications may be submitted via email to hr@uniten.edu.my :

or sent to the following address:

**DIRECTOR
PEOPLE EXPERIENCE DEPARTMENT
UNIVERSITI TENAGA NASIONAL
JALAN IKRAM-UNITEN,
43000 KAJANG, SELANGOR
Email: hr@uniten.edu.my**

The UNITEN 188C Form can be obtained at: <https://www.uniten.edu.my/about/job-opportunities/>

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.

Applications must be received by the People Experience Department (PXD), UNITEN no later than the closing date of the advertisement. Incomplete applications and those received after the closing date will not be processed.

If you do not receive any notification within 60 days from the closing date, your application is considered unsuccessful. Only shortlisted candidates will be contacted for an interview.

Creative, Innovative & Energetic
"UNITEN PRACTICES A NO GIFT POLICY"


BORANG PERMOHONAN PEKERJAAN
JAWATAN YANG DIPOHON :

(A) BUTIR-BUTIR DIRI

1.	Nama Penuh (Huruf Besar)	:													
2.	Alamat Surat Menyurat	:													
		:													
3.	No. Tel. Rumah	:				-									
4.	No. Tel. Bimbit	:				-									
5.	Email	:													
6.	No. Kad Pengenalan Baru	:						-			-				
7.	No. Kad Pengenalan Lama	:		-											
8.	Tarikh Lahir	:													
			Hari		Bulan		Tahun								
9.	Tempat Lahir	:													
10.	Bangsa	:													
11.	Jantina	:													
12.	Taraf Perkahwinan	:													
13.	Tarikh Perkahwinan	:													
14.	Jawatan Sekarang (Jika Masih Bekerja)	:													
15.	Gaji Sekarang	:	RM												
16.	Gaji Yang Dipohon	:	RM												
17.	Lesen Memandu (sekiranya ada)	:													
18.	Sihat Tubuh Badan / Tidak Cacat	:	Ya		Tidak										
19.	Anak Pekerja TNB /UNITEN	:	Ya		Tidak										
	Anak Pesara TNB/UNITEN	:	Ya		Tidak										

(B) PENGALAMAN KERJA			
JAWATAN	FIRMA / SYARIKAT	TEMPOH	
		DARI	HINGGA

(C) KELULUSAN AKADEMIK						
KELULUSAN	PANGKAT / CGPA	TAHUN	BIDANG	GRED MATAPELAJARAN		SEKOLAH / POLITEKNIK / UNIVERSITI
SRP/ PMR				B.MELAYU		
				B.INGGERIS		
				MATEMATIK		
SPM / SPMV				B.MELAYU		
				B.INGGERIS		
				MATEMATIK		
DIPLOMA						
IJAZAH SARJANA MUDA						
IJAZAH SARJANA						
LAIN-LAIN						

(Sila lampirkan fototekap sijil-sijil dan transkrip keputusan peperiksaan yang telah disahkan)

(D) KEMAHIRAN KOMPUTER			
PERISIAN APLIKASI	*MAHIR	*SEDERHANA	*TIDAK MAHIR
Microsoft Word			
Microsoft Excel			
Microsoft Access			
Microsoft Power Point			
Lain-lain			

(E) PENGUASAAN BAHASA			
BAHASA	*FASIH	*SEDERHANA	*LEMAH
	PERTUTURAN		
Bahasa Melayu			
Bahasa Inggeris			
	PENULISAN		
Bahasa Melayu			
Bahasa Inggeris			

(F) AKTIVITI-AKTIVITI KESATUAN / PERSATUAN / KELAB / SUKAN

1.
2.
3.

(G) BUTIR-BUTIR KELUARGA

1. Nama Suami / Isteri :
2. Pekerjaan Suami / Isteri :
3. Nama & Alamat Majikan :
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.....
.....
4. Bilangan Anak Bil. yang bersekolah rendah Bil. yang bersekolah menengah Bil. yang belum bersekolah
5. Nama Bapa :
6. Pekerjaan Bapa :
7. Nama & Alamat Majikan :
.....
.....
.....
8. Nama Ibu :
9. Pekerjaan Ibu :
10. Nama & Alamat Majikan :
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Saya memberikan persetujuan saya kepada Universiti Tenaga Nasional ("UNITEN") untuk mengumpul, memproses, merekod, menyimpan dan/atau mendedahkan data peribadi dan data peribadi sensitif untuk semua tujuan yang berkaitan dengan perjanjian, pendidikan, pentadbiran, rekod kehadiran dan lain- lain aktiviti yang sah dilaksanakan berkaitan dengan perkhidmatan yang diberikan oleh UNITEN.

Saya mengakui dan mengesahkan bahawa semua maklumat dan dokumen yang diberikan adalah benar dan sahih.

.....
(TARIKH)

.....
(TANDATANGAN PEMOHON)