

VACANCY ADVERTISEMENT

Position : EXECUTIVE
Unit : CORPORATE COMMUNICATION
Category/ Grade : Junior Management

POSITION PURPOSE:

Plan and implement corporate communication initiatives to effectively engage internal stakeholders and promote a positive organizational culture. Plan and coordinate internal communication channels, ensuring consistency and alignment with Suruhanjaya Tenaga's objectives and enhancing employer branding.

RESPONSIBILITIES:

1. COMMUNICATION STRATEGY SUPPORT

- Assist in the development and implementation of corporate communication strategies aligned with organizational objectives to ensure effective stakeholder engagement and strengthen employer branding.

2. INTERNAL COMMUNICATION MANAGEMENT

- Plan and implementation of internal communication initiatives and programs, to keep employees informed and engaged, fostering transparency and alignment with organizational objectives. Maintain internal communication channels, such as newsletters and intranet platforms, ensuring consistent messaging and timely information dissemination to support a positive employer brand.

3. REPORTING AND ANALYSIS

- Assist in preparing reports on communication activities, highlighting their impact on organizational goals and providing insights for continuous improvement. Analyze feedback and data to refine and enhance communication strategies and initiatives, ensuring they effectively meet the evolving needs of the organization and support a strong employer brand.

4. CONTENT CREATION AND MANAGEMENT

- Create content for various communication channels, including newsletters, intranet, and social media, ensuring accuracy, relevance, and alignment with branding guidelines. Manage content calendars and schedules to ensure timely delivery and

publication, supporting continuous employee engagement and a strong employer brand.

5. EVENT COORDINATION AND SUPPORT

- Plan and coordinate internal events, such as town halls, conferences, and workshops, ensuring alignment with communication objectives and organizational goals. Provide logistical support for event planning and execution, including venue booking and catering arrangements, ensuring smooth operations and reinforcing employer branding.

6. REPORTING & ANALYSIS

- Prepare regular reports on communication activities, ensuring they accurately reflect their impact on organizational goals and provide actionable insights for continuous improvement. Gather feedback and data to analyse impact, refine and enhance communication strategies and initiatives.

REQUIREMENTS:

- Recognized Bachelor's Degree in Communication, Public Relations, Corporate Communications, Marketing, Journalism, or a related field;
- Ability to write for different audiences (internal newsletters, announcements, etc.).
- The following additional knowledge / experience will be an added advantage:
 - Comfortable with social media and internal communication tools
 - Familiarity with design tools (like Canva, Adobe Illustrator, or Photoshop) is a plus.
 - Creative, detail-oriented, and organized.
 - Experience with budget tracking or basic finance admin is a bonus for the budget-related tasks.
 - Ability to manage multiple tasks and meet deadlines.
 - Good interpersonal and stakeholder engagement skills.
- Possess a positive outlook, disciplined and results-oriented; AND
- Eloquent in Bahasa Malaysia and English language, both written and spoken.

Kindly email your application to recruitment@st.gov.my by 27th April 2025. Shortlisted candidates who meet the required criterias will go through a thorough selection and assessment process.