

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

UNITEN is seeking a proactive, organized, and detail-oriented Executive, Corporate Communications & Customer Relations to support the University's corporate communication, publication, multimedia production, and event management initiatives. The successful candidate will play a key role in managing internal communications, producing corporate publications and creative content, and coordinating corporate events that strengthen UNITEN's brand and reputation.

KEY RESPONSIBILITIES:

- Plan, coordinate, and manage corporate publications, including the UNITEN Annual Report, TNB Annual Report, newsletters, and convocation book.
- Develop, publish, and monitor internal communications, news, announcements, and content across the University's communication platforms, including INTRAUNITEN.
- Ensure consistency and quality of publications produced by various business units.
- Lead and coordinate creative media projects, including video and multimedia production from concept development through pre-production, production, and post-production.
- Manage project timelines, budgets, resources, and external vendors to ensure successful delivery of communication and media initiatives.
- Assist in planning, organizing, and executing corporate events, conferences, official functions, and university programmes.
- Support promotional and publicity activities to enhance the University's brand visibility and stakeholder engagement.
- Liaise with vendors, suppliers, photographers, and external agencies to ensure smooth execution of communication, publication, and event-related activities.
- Perform any other duties as assigned by Management from time to time.

REQUIREMENTS:

- A Malaysian citizen.
- Age below 30 years old.
- Bachelor's degree in Corporate Communication, Mass Communication, Public Relations, Media Studies, Multimedia, Marketing, Journalism, or a related field.
- A minimum of 2-3 years of working experience in the related field is preferred for this position.
- Strong copywriting, editing, and content development skills.
- Experience in managing corporate publications, newsletters, annual reports, and internal communication platforms will be an added advantage.
- 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 Malaysia.
- Proactively employ strategic and critical thinking in solving issues and challenges.
- Energetic and able to work under pressure.

PLACEMENT:

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

ADVERTISEMENT DATE:

01st October 2026 – 18th October 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"