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VACANCY NOTICE

POSITION : **ASSISTANT MANAGER – GLOBAL ENGAGEMENT**
LOCATION : Kuching, Sarawak
INDUSTRY : Education
TYPE : Fixed-Term Contract
REF : C15072026/FS

JOB SUMMARY

The Assistant Manager, Global Engagement is responsible for supporting the achievement of the University's global engagement, international growth and strategic collaboration objectives.

Working closely with the Director, Future Students, the position will lead the coordination, development, implementation and monitoring of global engagement initiatives and strategic opportunities. This includes engagement with domestic and overseas institutions, professional bodies and other relevant stakeholders.

The position will support opportunities that contribute to domestic and international student recruitment, pathway and articulation arrangements, student mobility, institutional collaboration, market development, global visibility and other initiatives aligned with the University's strategic priorities.

The role will serve as a central point of coordination between external stakeholders and relevant internal teams, including Faculties, Schools, Student Recruitment, Prospect Experience, Admissions and International Office, Student Services, Finance, Legal, and related departments. It will ensure that engagement opportunities are appropriately assessed, documented, progressed, implemented and monitored.

The position will assist the Director, Future Students to establish effective processes, reporting mechanisms and governance arrangements for global engagement activities. This includes maintaining an active opportunity pipeline, preparing proposals and briefing papers, coordinating collaboration agreements, monitoring progress and supporting the translation of external engagement into measurable institutional outcomes.

As the University continues to expand its international profile and global networks, the scope of responsibilities of the position is expected to grow accordingly.

KEY RESPONSIBILITIES AREAS

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position's activities.

1) **Global Engagement and Opportunity Development**
   - Support the Director, Future Students in developing and implementing strategies, plans and initiatives that strengthen the University's global engagement agenda.
   - Identify, assess and progress opportunities with overseas institutions, industry partners, education representatives, professional bodies and other relevant stakeholders.
   - Maintain an active pipeline of global engagement opportunities and provide regular updates on progress, risks, required actions and anticipated outcomes.
   - Support initiatives that contribute to international student recruitment, pathway and articulation arrangements, student mobility, market development, institutional collaboration and global visibility.
   - Conduct research and gather market intelligence to identify emerging opportunities, sector developments and potential strategic stakeholders.

2) **Relationship Management**
   - Build and maintain effective professional relationships with external stakeholders relevant to the University's global strategic recruitment priorities.
   - Coordinate meetings, visits, briefings, correspondence and follow-up actions with external stakeholders.
   - Support the preparation of proposals, presentations, briefing papers, correspondence and other materials required to progress strategic engagement opportunities.
   - Represent the University at meetings, events and engagement activities as delegated by the Director, Future Students.
   - Develop effective working relationships with Faculties, Schools, administrative units and the University's Main Campus to facilitate coordinated assessment, development and implementation of global engagement initiatives.
   - Work closely with Student Recruitment, Prospect Experience, Admissions and International Office, and other relevant teams to ensure global engagement activities are aligned with market priorities, student recruitment objectives and operational capacity.

3) **Collaboration Governance and Implementation**
   - Coordinate the development, review, renewal and implementation of collaboration agreements, memoranda of understanding, pathway arrangements and other relevant instruments in consultation with internal stakeholders.
   - Ensure proposed engagements are appropriately assessed against strategic alignment, operational feasibility, financial considerations, compliance requirements and institutional risk.
   - Maintain accurate records of agreements, key contacts, commitments, implementation actions and review dates.
   - Monitor the progress and outcomes of approved collaborations and provide recommendations on continuation, enhancement, renewal or closure where appropriate.
   - Support practical implementation plans to ensure that agreements translate into defined and measurable outcomes.

4) **Planning, Reporting and Performance Monitoring**
   - Develop and maintain reporting tools, dashboards and records to monitor global engagement activity, opportunity pipelines, collaboration outcomes and key performance indicators.
   - Prepare regular reports, briefing papers, presentations and updates for the Director, Future Students and relevant University committees or management forums.
   - Analyse the effectiveness of global engagement activities and recommend improvements to strategy, processes, stakeholder engagement and resource allocation.
   - Support annual planning, target-setting and budget development for global engagement activities.
   - Monitor expenditure against approved budgets and ensure all expenses are appropriately documented and accounted for.

5) **Leadership and Staff Management**
   - Provide guidance, direction and support to Executive(s), Officer(s), project staff or other personnel assigned to support global engagement activities.
   - Assist the Director, Future Students in developing performance plans, KPIs and professional-development requirements for assigned staff.
   - Promote professional standards, accountability, collaboration and continuous improvement across relevant activities.

6) **Process Improvement and Compliance**
   - Develop, document and review processes relevant to global engagement, stakeholder management, agreement coordination and opportunity monitoring.
   - Ensure activities are conducted in accordance with University policies, procedures, delegations, financial requirements and relevant legal or regulatory obligations.

- Ensure external communications, proposals and engagement materials are accurate, professional and consistent with University requirements and brand standards.
- Identify process gaps, risks and opportunities for improvement, and recommend practical solutions.

7) Other Duties

- Any other duties as and when required and directed by the Director, Future Students; or PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

JOB REQUIREMENTS

- A Bachelor's degree in any discipline from a recognised institution with a minimum of 3 - 5 years of relevant working experience including one (1) year at supervisory level in leading a team of staff.
- Master's degree holders in relevant discipline can be considered.
- Demonstrated experience in developing and managing relationships with external stakeholders, including institutions, government agencies, industry partners, education representatives or other relevant organisations.
- Demonstrated ability to identify, assess and progress strategic opportunities from initial engagement through to implementation and monitoring.
- Demonstrated experience in preparing proposals, briefing papers, reports, presentations, agreements or other professional documentation for senior stakeholders.
- Excellent written and spoken English, with the ability to communicate clearly, prepare high-quality documentation and present ideas effectively to diverse stakeholders.
- Strong understanding of stakeholder management, negotiation, relationship development and cross-functional project coordination.
- Demonstrated ability to manage multiple projects, priorities and deadlines in a dynamic and outcomes-focused environment.
- Excellent interpersonal skills, with the ability to build credibility, communicate and negotiate with stakeholders at all levels.
- Demonstrated ability to work independently while collaborating effectively across multiple internal teams and external organisations.
- Strong analytical and problem-solving skills, including the ability to evaluate opportunities, identify risks and make practical recommendations.
- Ability to act with discretion on matters of a confidential nature and manage stakeholders in a mature and professional manner.
- Ability to travel domestically and internationally, and to work outside normal hours or on weekends when required for engagement activities, events or project delivery.
- Knowledge of the Malaysian and global higher education sector, including international student recruitment, transnational education, institutional collaboration and key developments affecting private tertiary education.
- Working proficiency in Bahasa Malaysia, Mandarin, Bahasa Indonesia, Hindi, Arabic or another language relevant to the University's priority markets.

TO APPLY

1. Applications should include with their application **a detailed CV** indicating qualifications, experience, and other matters considered relevant to the application.

2. The application must also include a separate document addressing each applicable element of the **Key Selection Criteria** ***(As per attached below).***

3. Copy of all your academic certificates (compile all in one pdf file).

4. Email your application to resume@unitalentcareer.com or WhatsApp to +6012-5227761.

Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge / Experience / Attributes sections under the key selection criteria.

	Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.	**Essential/ Highly Desirable/ Preferable**
1.	A Bachelor's degree in any discipline from a recognised institution with a minimum of 3 - 5 years of relevant working experience including one (1) year at supervisory level in leading a team of staff. Master's degree holders in relevant discipline can be considered.	Essential

	Experience/Knowledge/Attributes: Required by the position to successfully perform the position's key responsibilities.	**Essential/ Highly Desirable/ Preferable**
1.	Demonstrated experience in developing and managing relationships with external stakeholders, including institutions, government agencies, industry partners, education representatives or other relevant organisations.	Essential
2.	Demonstrated ability to identify, assess and progress strategic opportunities from initial engagement through to implementation and monitoring.	Essential
3.	Demonstrated experience in preparing proposals, briefing papers, reports, presentations, agreements or other professional documentation for senior stakeholders.	Essential
4.	Excellent written and spoken English, with the ability to communicate clearly, prepare high-quality documentation and present ideas effectively to diverse stakeholders.	Essential
5.	Strong understanding of stakeholder management, negotiation, relationship development and cross-functional project coordination.	Essential
6.	Demonstrated ability to manage multiple projects, priorities and deadlines in a dynamic and outcomes-focused environment.	Essential
7.	Excellent interpersonal skills, with the ability to build credibility, communicate and negotiate with stakeholders at all levels.	Essential
8.	Demonstrated ability to work independently while collaborating effectively across multiple internal teams and external organisations.	Essential
9.	Strong analytical and problem-solving skills, including the ability to evaluate opportunities, identify risks and make practical recommendations.	Essential
10.	Ability to act with discretion on matters of a confidential nature and manage stakeholders in a mature and professional manner.	Essential
11.	Ability to travel domestically and internationally, and to work outside normal hours or on weekends when required for engagement activities, events or project delivery.	Essential
12.	Knowledge of the Malaysian and global higher education sector, including international student recruitment, transnational education, institutional collaboration and key developments affecting private tertiary education.	Highly Desirable
13.	Working proficiency in Bahasa Malaysia, Mandarin, Bahasa Indonesia, Hindi, Arabic or another language relevant to the University's priority markets.	Highly Desirable