

Job Details

Position	Assistant Manager, Strategy & Corporate Affairs (AVP II) - Yayasan Sime Darby
Location	Ara Damansara, Selangor
Company	YAYASAN SIME DARBY
Date Posted	ASAP
Application Deadline	

Responsibilities

Operations:

1. Assist in streamlining operations for consistency across YSD by providing operational guidance and supporting capacity building within the foundation.
2. Monitor and report on the performance of YSD's strategic initiatives, identifying areas for improvement and working closely with operational teams to enhance efficiency. Strategy:
3. Contribute to the development and execution of YSD's strategic plan by assisting in goal setting, defining strategies, and outlining KPIs.
4. Support the COO in coordinating strategic collaborations among departments, monitoring progress to ensure that strategic objectives are met.

Data Analysis:

1. Analyze data from various sources to assess the impact of YSD initiatives, identifying trends, insights, and opportunities for improvement.
2. Design and implement data collection methods and metrics for monitoring YSD projects, ensuring accurate tracking of outcomes and performance indicators.
3. Provide data-driven recommendations for improving decision-making and optimising resource allocation.
4. List amount of time spent on each responsibility, function and activity, where possible

Strategic Reporting

1. Assist in preparing accurate and timely strategic reports for internal and external stakeholders, including impact assessments and KPIs achievements.
2. Support data collection, analysis, and presentation to facilitate informed decision-making.

Stakeholder Engagement

1. Support the COO in maintaining relationships with donors, government officials, and other key stakeholders by facilitating communication and collaboration.
2. Assist in the preparation of materials and reports for stakeholder meetings and events.
3. Partnerships and Liaison
4. Support donor engagement initiatives by maintaining regular communication and helping customise strategies to align with donor priorities.
5. Assist in government relations efforts by coordinating meetings, monitoring legislative developments, and serving as a point of contact for government stakeholders.

Visibility Strategy

1. Aid in the development and implementation of communication strategies to enhance YSD's visibility and brand recognition among stakeholders.

Others

1. Undertake ad-hoc projects or duties and any such other activities identified from time to time by the COO in achieving YSD's Vision & Mission.

Requirements

- Degree in any field.
- Excellent interpersonal skills, people-oriented and ability to interact with all levels.
- 5-7 years of experience in a similar/relevant capacity. Experience in government relations is an added advantage.
- Good understanding of CSR practices, with knowledge of the roles played by the private, non-profit, and public sectors
- Fluency in English and Bahasa Malaysia.
- Must have:-
 - strong analytical and problem-solving skills.
 - an understanding of the Corporate Social Responsibility (CSR) landscape in Malaysia.