

PENGIKLANAN JAWATAN TNEC

Rujukan	TNEC 3/7/1
Tarikh Diiklan	18/8/2026
Nama Jawatan	<i>Executive (Corporate Affairs & Stakeholder)</i>
Gred Jawatan	Level 5 (EX12/13)
Jabatan/Bahagian	<i>Jabatan Corporate Affairs and Communication</i>
Lokasi	Ibu Pejabat TNEC, Petaling Jaya
Huraian Tugas & Tanggungjawab	Melapor kepada <i>Lead (Corporate Affairs & Communication)</i>, TNEC. Penyandang adalah bertanggungjawab terhadap perkara-perkara berikut: - To perform effective internal and external stakeholder management through multi-channels and various areas of responsibilities. <u>Accountability & Responsibility</u> Stakeholder Engagement • To plan strategic planning and direction for stakeholder management. • To coordinate with other departments to align stakeholder engagement strategies with organizational goals. • Oversight of event management, social media, and stakeholder engagement activities. • To Analysis of stakeholder feedback and integration of insights into departmental strategies. • Report to Managing Director on stakeholder relations and engagement metrics. Social Media Management • Manage, maintain and enhance all social media internal channels. This includes content, infrastructure, layout, visual appearance, functionality, application and visibility. • Develop, plan, coordinate and execute related content updates in all relevant internal digital platforms such Facebook, Instagram & LinkedIn. • Monitor, analyze and generate reports on various social media platforms. • Assist in conceptualizing and planning for short and long-term internal social media activities and communication strategy. Publications • Assist in the production and distribution of the corporate publications. Identify and recommend and ensure that all information to be published is always and accurate Event Management • Plan and implement and manage the formal and informal corporate events and optimize publicity on the event, as desired by management.

	Internal Communications - Keep track, create a photo archive and information archive of all group related events, launches. Recommend and maintain communications materials ensure all company related and provide public relations programmed and services that promote and support the company's vision and mission. Budget Maintenance - Prepare section budget and monitoring of expenditure against budget. Miscellaneous - Liaison with regulators, government agencies, individuals and bodies/associations that may influence matters relating to TNEC Registration, Certification, licensing and permits. <u>KPIs</u> - Stakeholder Management Activity - Timely Submission Monthly Bulletin to Immediate Superior - Engagement initiatives - Monthly reporting - Social Media Engagement <u>End Products</u> Yearly - Company Registrations - Company Event - MD Report - Stakeholder Engagement Yearly Calendar
Syarat-Syarat Kelayakan	- Bachelor's degree in mass communication, or related field. - Minimum 3 Years working experience with 1 to 2 years' experience in Corporate Communication. <i>Leadership Competency</i> - Managing Change - Building Relationship - Developing Human Capital - Building Business Acumen - Planning and executing strategy <i>Functional / Technical Competency</i> - Communication Management - Writing Skill - Protocol and Event Management - Microsoft Publisher, Adobe Photoshop, Adobe Illustrator <i>Networking</i> - Regulators - Internal Department - External Customers
Tarikh Tutup	1 September 2026 (Selasa)
Cara Memohon	Calon-calon yang berminat bolehlah membuat permohonan menggunakan borang permohonan yang dilampirkan bersama ini dan dihantar kepada:-

	Chief People Officer People Management Department TNB Engineering Corporation Sdn Bhd
Nota	1. Pemohon adalah diminta untuk memastikan bahawa permohonan tersebut telah mendapat kelulusan daripada Ketua Unit/ Jabatan/ Bahagian masing-masing. 2. Hanya pemohon yang disenarai pendek sahaja akan dijemput untuk menghadiri sesi temuduga.