

## **VACANCY ADVERTISEMENT**

### **Executive – Strategy and Transformation (Contract) (Putrajaya)**

#### **RESPONSIBILITIES:**

Responsible for supporting the organization's strategic planning and transformation agenda through effective coordination of initiatives, performance monitoring, strategic analysis, and ensuring that all transformation programs are implemented in a structured, impactful and aligned manner with the organization's direction and policies.

#### **DUTIES:**

- Assist in the development of organizational strategic plans, action plans and transformation roadmaps
- Coordinate the implementation of strategic initiatives across departments and divisions
- Prepare data analysis, progress reports, performance dashboards and presentation materials for management
- Monitor transformation initiatives and special projects
- Coordinate meetings related to strategy and transformation including preparation of minutes and reports
- Conduct research, benchmarking and best practice studies
- Support change management programs and activities
- Facilitate and collaborate strategic relationships between Suruhanjaya Tenaga and other international organizations

#### **REQUIREMENTS:**

- Possess a Bachelor Degree in Business Administration or Management / Finance/ Strategic Management or other related fields of study from university accredited by the Government;
- MBA qualification is an added advantage;
- Experience in organizational transformation, change management, or enterprise-wide transformation initiatives is an added advantage;
- Good communication and report writing skills in both Bahasa Malaysia and English;
- Strong background in strategic thinking, analytics and problem-solving;
- Disciplined, detail-oriented, proactive and with high integrity;
- Proficient in Microsoft Office (Word, Excel, PowerPoint), data analytics skills are an added advantage.

Candidates who meet all the required criteria will undergo a careful selection and evaluation process. Please email your application to [recruitment@st.gov.my](mailto:recruitment@st.gov.my) no later than **15 January 2026**.