

JOB DESCRIPTION

PARTNERSHIPS LEAD (SPECIAL PROJECTS)

Reports to the Section Head of Partnerships

We are looking for someone who will be able to assist in our partnership with Prudential Assurance Malaysia Berhad (PAMB), creating a win-win solution for GG, PAMB and our communities by working towards achieving the vision and ambition of the CSR Program, specifically on the development of **PRU**kasih.



*PRU*kasih is a free protection plan that provides temporary financial relief to urban low income families to help them cope with sudden loss of income due to illness, accident or death. It is part of Prudential Assurance Malaysia Berhad's CSR program which was piloted in 2011.

MAIN RESPONSIBILITIES

- Process PRUkasih membership registration and claims submission
- Measure, evaluate and find ways to improve the quality of PRUkasih in meeting the needs of families protected.
- Build strong relationships with community representatives, NGO's, volunteers, partners and government bodies.
- Motivate, train and engage program volunteers to achieve desired impact of programs.
- Organise events and recruitment activities.
- Prepare necessary status and progress reports for stakeholder engagement.
- Monitor and assist NGO partners and community volunteers to increase PRUkasih penetration rates and awareness in respective communities.

SKILLS & QUALIFICATIONS THAT WORK BEST FOR THIS ROLE:

- Degree or Diploma holder in any field of study.
- Minimum 2 years working experience in the following fields: Consultancy, Customer Service, Communication or Business Strategy.
- Involved in Corporate Social Responsibility programs or community work
- Strong communication skills, both written and spoken. Preferably able to speak Bahasa Malaysia and/or Mandarin.
- Analytical and organized.
- Able to confidently use Microsoft Office (Word, Excel, PowerPoint).
- Possess own transport and willing to travel as needed.

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TRAITS WE ARE LOOKING FOR

Let us know if you think the following describes you!

You are compassionate

You have a big heart for underserved families and communities. You want to see families overcome setbacks with resilience and to thrive.

You enjoy improving processes

You enjoy making things work efficiently and effectively in order to respond to the needs of our clients quickly. You are able to create and follow standard operating procedures and do not find them restricting.

You 'Get' Data

You're not afraid of reports, score cards and statistics. You are willing to wrestle with numbers and present them well. You get that having good data can help track growth, evaluate progress and identify impact.

You enjoy working with a big team

While you have no issues independently carrying out given tasks with minimal supervision, you enjoy being an active part of a team. You work well with different personalities and you also seek out opportunities to collaborate with others. People enjoy working with you because of your positivity and commitment to excellence – no matter how big or small the task.

You are tenacious

Many things we embark to do isn't easily accomplished. But the challenge excites you and you think of new ways to get the job done. You can be creative, resourceful and dedicated to seeing things to the end.

INTERESTED?

We've got you covered.



Fair and equitable salaries
EPF and SOSCO contributions
Replacement days off



Personal growth and career
development through training
and project work exposures



Medical Allowance
Insurance coverage for
personal accident &
hospitalisation
Family benefits



Fun colleagues who play
badminton and engages in a
friendly game of ping-pong in
between meetings. Yes, we
have a ping-pong table that
doubles as a meeting table.