

Job Title	BIG Programme Manager		
Company	Cradle Fund Sdn Bhd	Date	Jan 2026
Department	Strategy	Unit	BIG Team
Reports to	BIG Team Lead		

Summary of Role

The Programme Manager is the operational backbone of the corporate innovation initiative. You are responsible for the end-to-end management of the programme’s lifecycle, ensuring that all corporate ventures move seamlessly through the funnel—from initial proposal to final implementation.

You will own the "Information Architecture" of the programme, manage the complex web of relationships between government and corporate leaders, and produce the strategic materials required to communicate success and secure ongoing support. Your goal is to ensure the programme is run with the precision of a top-tier consultancy and the accountability required by government standards.

Job Description & Responsibilities

Governance & Knowledge Architecture

- Design and manage the central repository for all programme intelligence. This includes implementing robust data security and accessibility protocols for proposals, legal contracts, and performance data.
- Act as the custodian for all programme records, ensuring the programme is "Audit-Ready" at all times. You will manage the documentation required for government reporting cycles and internal oversight.
- Directly monitor and document the progress of participating corporates against their milestones, costs, and claims.

Stakeholder Engagement & Ecosystem Liaison

- Act as the primary interface for participating corporate innovation teams and government agencies. You will manage the experience for stakeholders, ensuring they are engaged, informed, and aligned.
- Assist the planning and execution of steering committee meetings, networking events, and "Demo Days." You will ensure that CEOs and high-ranking officials receive timely, professional, and strategic communications.
- Serve as the first point of contact for operational issues raised by corporate participants, resolving bottlenecks to maintain the programme timeline.

Programme Design & Strategic Material Development

- Lead the development of high-fidelity programme materials, including handbooks, application frameworks, and assessment templates.
- Assist in drafting ministerial briefings, board papers, and annual impact reports that showcase the programme’s success in job creation and revenue growth.
- Ensure all external-facing materials consistently reflect the programme’s mission to drive national competitiveness and tech frontier leadership.

Programme Support & Cross-Functional Collaboration

- Provide direct support to the Programme Lead on strategic initiatives, urgent priorities, and special projects as required.
- Report regularly to the Programme Lead on programme progress, emerging risks, and stakeholder feedback to enable informed decision-making.
- Support other team members on an ad-hoc basis, stepping in to assist with workload management, deadline-critical tasks, and cross-functional projects that advance programme objectives.

<p>Qualifications & Experience</p>	<p>Qualification</p> <ul style="list-style-type: none"> • Bachelor's degree in any field (Business, Management, Innovation, Economics, Engineering, or related fields preferred). <p>Experience</p> <ul style="list-style-type: none"> • 5–8 years in Programme Management, Corporate Secretarial roles, or Project Management within a GLC, government agency, or multinational corporation. • Proficiency in project management software (e.g., Jira, Asana, or Monday.com) and document management systems (e.g., SharePoint, Documentum). • Ability to draft formal government correspondence and high-impact corporate presentations with equal fluency.
<p>Skills & Competencies</p>	<ul style="list-style-type: none"> • Programme & Project Management: Proven ability to manage complex, multi-stakeholder programmes with competing priorities and tight deadlines. • Data & Knowledge Management: Experience designing and maintaining secure repositories, documentation systems, and audit-ready records. • Stakeholder Engagement: Strong interpersonal skills with experience managing relationships across government, corporates, and senior executives. • Strategic Communication: Excellent written and verbal communication skills, including experience drafting high-level reports, briefings, and external materials. • Attention to Detail: Meticulous approach to documentation, compliance, and quality assurance. • Adaptability & Problem-Solving: Ability to respond quickly to operational issues, shifting priorities, and ad-hoc requests. <p>Additional Experience,</p> <ul style="list-style-type: none"> • Experience in innovation ecosystems, corporate-startup partnerships, or government-funded programmes. • Familiarity with grant management, compliance frameworks, or public sector reporting. • Proficiency in project management tools and data management systems.