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| <b>Job Title</b>  | The BIG Programme, Programme Coordinator |             |          |
| <b>Company</b>    | Cradle Fund Sdn Bhd                      | <b>Date</b> | Jan 2026 |
| <b>Department</b> | Strategy                                 | <b>Unit</b> | BIG Team |
| <b>Reports to</b> | BIG Team Lead                            |             |          |

## Summary of Role

The Programme Coordinator supports the Programme Manager in the planning, coordination, and execution of the GLC Innovation Acceleration initiatives. This role is critical in ensuring smooth day-to-day operations of the open innovation platform and programmes, effective stakeholder coordination, timely reporting, and high-quality programme delivery. The position requires strong organisational skills, attention to detail, stakeholder coordination capabilities, and the ability to operate in a fast-paced innovation ecosystem. The Programme Executive will work closely with internal teams, GLC partners, startups, and ecosystem stakeholders to support programme objectives. This role is designed as a Programme Manager pipeline role, offering exposure to end-to-end innovation programme management and ecosystem development.

## Job Description & Responsibilities

### Administrative & Documentation Support

- Maintain and update the programme repository, ensuring all documents, contracts, and records are accurately filed and easily accessible.
- Assist in preparing documentation for audits, government reporting cycles, and internal reviews.
- Track and organize corporate milestones, deliverables, and claims data to support monitoring and reporting activities.

### Stakeholder Coordination & Communication

- Coordinate logistics for steering committee meetings, networking events, and Demo Days, including scheduling, venue arrangements, and materials preparation.
- Serve as a secondary point of contact for corporate participants and government agencies, responding to routine inquiries and escalating complex issues to the Programme Manager.
- Assist in drafting and distributing stakeholder communications, meeting notes, and programme updates.

### Programme Materials & Content Preparation

- Support the development and formatting of programme materials, including handbooks, templates, presentations, and reports.
- Assist in compiling data and insights for briefings, board papers, and impact reports.
- Ensure all materials are professionally formatted, consistent with brand guidelines, and ready for distribution.

### Operational & Team Support

- Provide administrative and operational support to the Programme Manager and Programme Lead on day-to-day tasks and urgent requests.
- Assist team members on an ad-hoc basis with research, data entry, scheduling, and other tasks to maintain programme momentum.
- Monitor programme timelines and flag potential delays or issues to the Programme Manager proactively.

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| <p><b>Qualifications &amp; Experience</b></p> | <p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in any field (Business, Management, Innovation, Economics, Engineering, or related fields preferred).</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum <b>3–5 years</b> of experience in government or national programme coordination, project management, innovation programmes, accelerators/incubators, management consulting, or ecosystem development-related roles.</li> <li>• Deep experience in supporting multi stakeholder initiative across Ministries, Departments, Agencies, Government Linked Companies and MOF related entities is preferred.</li> </ul>   |
| <p><b>Skills &amp; Competencies</b></p>       | <ul style="list-style-type: none"> <li>• <b>Administrative Excellence:</b> Strong organizational skills with meticulous attention to detail and accuracy in documentation.</li> <li>• <b>Communication Skills:</b> Clear written and verbal communication, with ability to interact professionally across all stakeholder levels.</li> <li>• <b>Time Management:</b> Ability to manage multiple tasks, prioritize effectively, and meet deadlines in a fast-paced environment.</li> <li>• <b>Digital Proficiency:</b> Competent in MS Office Suite, document management systems, and collaboration tools.</li> <li>• <b>Team Collaboration:</b> Proactive, flexible team player who can take initiative and work independently when needed.</li> <li>• <b>Discretion &amp; Professionalism:</b> Ability to handle sensitive information with confidentiality and maintain professional standards.</li> </ul> <p><b>Additional Experience,</b></p> <ul style="list-style-type: none"> <li>• Experience in programme coordination, event management, or administrative support roles.</li> <li>• Familiarity with government processes, compliance documentation, or innovation ecosystems.</li> <li>• Basic data management and reporting skills.</li> </ul> |