



Asia-Pacific Institute for Broadcasting Development

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NOTICE OF HIRING

The Asia-Pacific Institute for Broadcasting Development (AIBD) is a Regional Inter-Governmental Organisation (IGO) established by UNESCO in August 1977, servicing countries in the UN-ESCAP region. AIBD's headquarters is located at the 2nd Floor, Technology Building, IPPTAR, Angkasapuri, 50614 Kuala Lumpur, Malaysia. AIBD's core mission is capacity building through organizing activities for its members and the electronic media industry. The aim is to achieve a vibrant and cohesive media environment in the Asia-Pacific region through policy and resource development.

AIBD invites applications from suitably qualified candidates for the following position(s).

- Job Title:** Programme Coordinator
Department: Programme
Location: Kuala Lumpur, Malaysia

Responsibilities

1. Assist in managing assigned projects to ensure adherence to budget, schedule, resources and scope of project.
2. Prepare and send letters/emails to relevant parties as instructed.
3. Assist in the purchase of equipment and supplies needed for the program.
4. Coordinate project team members and develop schedules and individual responsibilities.
5. Execute daily operations, coordinate program activities, and set priorities for managing the program.
6. Prepare financial statements and maintain records of progress pertaining to program activities.
7. Monitor project milestones, manage and account for unforeseen delays, then realign schedules and expectations as needed.
8. Hold meetings with Programme Manager(s) to address recurring participant questions or ideas for future program events. Support Programme Manager(s) in compiling data and information for preparing reports and news releases.
9. Monitor feedback from previous programs to determine areas for improvement.
10. Coach and mentor personnel or understudies/interns assigned under your purview.
11. Performs other related duties as assigned.



Requirements

1. Candidate must possess at least Degree in Public Relation/Social Science/Event Management/Mass Communication or a related field.
2. Minimum 1 year of working experience in the Project Management or a relevant discipline.
3. Tech-savvy, proficient in MS Office.
4. Good command of both written and spoken English.
5. Skills and experience in conducting and organising training and consultancy activities.
6. Good communication skills and confidence in communicating with stakeholders from various backgrounds.
7. Good management, negotiation, written, communications and presentation skill.
8. Problem-solving, results-oriented, self-motivated, good interpersonal skill, attentive and detailed-oriented.
9. Ability to work on own initiative with minimal supervision, good time management, prioritize and organisational skills to manage multiple tasks with a high sense of urgency.
10. Able to handle stress and manage multiple projects within the institute's project portfolio simultaneously.

Selected candidate will be appointed on contractual basis for a period of ONE year. The contract may be extended subject performance of the candidate and requirements of AIBD.

Interested Applicants may submit their application to admin@aibd.org.my. Applications must be accompanied by:

- Curriculum Vitae and Academic/Professional certificates.
- A passport-sized photograph taken within the last SIX months.
- Letters of recommendation, if any, may be included with the application.

Deadline for submission: November 30, 2024.