



Asia-Pacific Institute for Broadcasting Development

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Our Ref:

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 Manager
Department: Programme
Location: Kuala Lumpur, Malaysia

Responsibilities

- Assess the developmental needs of the broadcasting industry in AIBD member countries and organisations.
- Initiate, develop and design training programmes and curricula in line with the AIBD vision, mission, objectives and focus areas.
- Review and evaluate effectiveness and outcomes of training programmes.
- Identify and contract qualified resource persons or teams for training and consultancy activities.
- Prepare cost estimates, exercise budgetary control; identify and negotiate with potential funding sources.
- Prepare programme reports, including budget details. Write articles and news releases related to programme activities.
- Organise regional training activities for broadcasting professionals.
- Represent AIBD in relevant professional groups and international conferences.
- Create networking, partnerships, sponsorship, negotiation and fundraising for the Institute.
- Undertake any other duties as assigned by the Director.



Requirements

- Possess at least Degree in Mass Communication/Computer Science/Information Technology/Telecommunication/Social Science/Public Relation/Event Management or a related field.
- Professional qualifications in TV/Radio production, content creation, documentary, or a related subject area.
- Minimum 3-5 years of working experience in the Development/Project Management or a relevant discipline.
- Knowledge of broadcasting in the region.
- Good command of both written and spoken English.
- Strong communication skills and confidence in engaging with stakeholders from diverse backgrounds.
- Proficient in management, negotiation, written and presentation skills.
- Experience in conducting and organising technical training and consultancy activities.
- Proficiency in graphic design including preparing infographics, video editing, and video production; experience in managing projects including writing speeches, media releases, and promos is an added advantage.
- Expertise in IT management including web design, website maintenance, IT infrastructure management, and technical training.
- Experience in social media management, designing, editing, and layout for print publications, e-books, and presentation slides is beneficial.
- Strong problem-solving skills, team and results-oriented, self-motivated, good interpersonal skill, and attention to detail.
- Ability to work independently with minimal supervision, manage time effectively, prioritize tasks, and handle multiple projects with a high sense of urgency.
- 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. Contract may further be extended subject performance of candidate and requirement 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.
- The number of dependents and their details who will reside in Kuala Lumpur if the applicant is appointed.
- Letters of recommendation, if any, may be included with the application.

Deadline for submission is on November 30, 2024.