



RECRUITMENT NOTICE

Deadline :
-7 January 2008

The Asia-Pacific Institute for Broadcasting Development (AIBD), a Regional Inter-Government Institution hosted by the respectful Malaysian government with headquarters in Kuala Lumpur, **invites applications** from suitably qualified candidates for the below mentioned position for **a period of three (3) years** :-

PROGRAMME MANAGER

Qualifications

- University Degree preferably in Journalism / Mass communication and broadcasting;
- Possessing a background in journalism;
- 5 to 7 years minimum working experience;
- Computer literacy is a must;
- Excellent command of both written and spoken English;
- Excellent analytical, organisational, interpersonal communication and personnel management skills. A motivated team player who can work independently.

Responsibilities

- Develop, design and implement programme activities in the form of international, regional and in-country conferences, seminars, workshops in line with the AIBD vision, mission and sets of objectives.
- Contribute to the AIBD Newsletter by writing relevant articles.
- Look for Partnership in order to raise the required funds to enable the Institute to implement relevant activities.
- Investigate and assess development needs of member countries.
- Identify and assemble Resource Teams in keeping with activity requirements.
- Prepare cost estimates, exercise budgetary control and identify and negotiate with possible funding sources.
- Develop and supervise curricula for the activities and review and evaluate their effectiveness.
- Prepare programme reports inclusive of accounts.
- Conduct necessary research related to AIBD programme of activities.

Salary and Fringe Benefits

The monthly salary would be US\$1,700/=.

Expatriate staff will be exempted from the payment of income tax.

Expatriate staff will also be eligible for :

- Housing Allowance of US\$300 per month;
- One month bonus for each completed year of service;
- Exemption from the payment of duties for purchase of one car within 6 months from the date of arrival in Malaysia;
- Group Insurance policy;
- Annual Leave of 25 days;
- All other fringe benefits as stated in the AIBD Manual of Office Procedure.

Closing date for applications – 7 January 2008.

Procedures Required for Applications

Applications must reach the AIBD at the following address :-

**The Director
Asia-Pacific Institute for Broadcasting Development (AIBD)
P O Box 1137, Pantai Post Office
59700 Kuala Lumpur, MALAYSIA**

Applications must be accompanied by :-

- Curriculum Vitae with copies of Degree/s;
- A passport size photograph taken within the last six months;
- The number of dependants and details of dependants who will reside in Kuala Lumpur, if the applicant is appointed.;
- Letters of recommendation, if any, may be included with the application.

The envelope containing the application must state the position applied for. All applications received after the closing date will be automatically rejected.

Only short listed candidates will be called for interviews.

Should you require further information, please contact AIBD at :

E-mail : vasuhi@aibd.org.my
Phone no. : (60-3) 22824618 / 22827192
Fax no. : (60-3) 22822761