ASIA-PACIFIC INSTITUTE FOR BROADCASTING DEVELOPMENT

~~P.O. BOX 1137, PANTAI, 59700 KUALA LUMPUR, MALAYSIA.~~
P.O. Box 1137, No. 16 Lorong Maarof, 59100 KUALA LUMPUR, MALAYSIA.

กรมประชาสัมพันธ์
รับที่ 38617
วันที่ 21 ต.ค. 51 13:47

Phone : (03) 22823719 / 22824618 / 22827192
Fax : (03) 22822761

E-mail : admin@aibd.org.my
E-mail : devbroad@aibd.org.my
Website : http://aibd.org.my

Your Ref:

Our Ref:

16 October 2008

Mr. Phachern Khamphoe
Director-General
National Broadcasting Services
of Thailand (Public Relations Dept)
9 soi Areesamphun, Rama VI Road,
Phayathai,BANGKOK 10400, THAILAND

Dear Pramoj,

RECRUITMENT NOTICE FOR THE POST OF PROGRAMME MANAGER - IT

The Asia-Pacific Institute for Broadcasting Development (AIBD) is hereby advertising the post of **Programme Manager - Information Technology.**

We enclose herewith the **Recruitment Notice** for the said position. AIBD is **inviting applications** for the above position from its member countries, affiliates and partners.

We would be grateful, if you could kindly have the Recruitment Notice **published through your website, publication or any other similar outlet** , so that it gets the desired exposure.

Applicants can send their applications together with the required documents directly to AIBD.

The closing date for receipt of applications is **30 November 2008.**

We therefore seek your assistance and cooperation in taking the appropriate steps as soon as possible to ensure that potential candidates have ample time to submit their applications.

Thank you.

Yours sincerely,

DR JAVAD MOTTAGHI
Director, AIBD
<javad@aibd.org.my>

รับโต. วันที่ 21 ต.ค. 51 เวลา 16:06
Incoop 1187 Dated 24 Oct 08

Deadline : 30 Nov. 2008
Circular –October 2008

RECRUITMENT NOTICE

The Asia-Pacific Institute for Broadcasting Development (AIBD) is an inter-governmental institution in the Asia-Pacific region. The institute seeks a Programme Manager – Information Technology in order to strengthen the maintenance of its local computer network in the headquarters in Kuala Lumpur.

PROGRAMME MANAGER - IT

Qualifications

- Degree on relevant IT subject(s) from an institution of higher education;
- Minimum 3 years working experience as a developer and/or an systems/network administrator in the IT industry;
- Excellent skills in running Linux as a server OS and Windows as a client OS;
- Good command of both written and spoken English;
- Good analytical, organizational, interpersonal communication, presentation and personnel management skills. A motivated team player, who can work independently.
- Certificates from the following families are of clear advantage, but optional: LPI, LCP, Novell Linux CLx, RedHat Linux RHCx, SAIR Linux, CompTIA (Linux);
- Experience in E-learning software setup (asset);
- Exposure in the fields of training and broadcasting environment will be an advantage.

Responsibilities

- Performance, fault and security management for a server-oriented network consisting of 40 nodes;
- Database Management;
- Handling 3 Linux Servers, 1 Windows Server and a dozen network devices;
- Automation of tasks with scripting (Perl, VB, and SQL).
- Develop and design programmes in the field of IT in line with the AIBD vision, mission and sets of objectives.
- Investigate and assess the IT 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.
- To carry out any other dditional duties as assigned by the office of the Director.

Salary and Fringe Benefits

The minimum monthly salary would be RM5,400/=. Expatriate staff will be exempted from the payment of income tax. Expatriate staff will also be eligible for :

- Housing Allowance of RM2,000 per month;
- One month bonus for each completed year of service;
- Exemption from the payment of duties for purchase of one car within six months from the date of arrival in Malaysia;
- Group Insurance policy;
- Dental benefits;
- Annual Leave of 25 days;

All other fringe benefits are as stated in the AIBD Manual of Office Procedure.

Closing date for applications – **30 November 2008.**

Procedures Required for Applications:

Applications by mail should be sent to AIBD at the following address:

The Director
Asia-Pacific Institute for Broadcasting Development
P O Box 1137, No. 16 Lorong Maarof
59100 Kuala Lumpur, MALAYSIA

Applications can also be sent by e-mail to: admin@aibd.org.my

Applications must be accompanied by:

- Curriculum Vitae.
- Copies of degrees, etc.
- 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	:	admin@aibd.org.my
Phone	:	(60-3) 22824618 / 22827192
Fax	:	(60-3) 22822761

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