

RECRUITMENT NOTICE

16/MAY/05

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 position of :

PROGRAMME MANAGER

Qualifications

- University Degree preferably in broadcasting;
- 5 to 7 years 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.
- Exposure in the field of HRD and training in broadcasting environment will be an advantage.

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.
- 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.
- Provide necessary input on Information Technology.
- Maintain the contents of the website and related databases.
- Contribute to the distant learning activities.
- Contribute to the AIBD Newsletter.

Salary and Fringe Benefits

16/May/05

The monthly salary would be US\$1,250/=. 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;
- 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 – 8 July 2005.

Procedures Required for Applications:

Applications must reach the AIBD at the following address:

The Director
Asia-Pacific Institute for Broadcasting Development
P O Box 1137, Pantai Post Office
59700 Kuala Lumpur, Malaysia

Applications must be accompanied by:

- **Curriculum Vitae.**
- **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.**
- **Letter of recommendations, 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