



Recruitment notice

**Deadline :
19 February 2010**

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 broadcasting;
- 7 to 10 years working experience;
- Computer literacy is a must;
- Excellent command of both written and spoken English;
- Excellent analytical, organizational, 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, 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.
- Contribute to the AIBD Newsletter.

Salary and Fringe Benefits

The monthly salary would be **RM6,000.00/= (approximately USD1,700.00/=)**.

Other benefits include:

- One month bonus for each completed year of service;
- Group Insurance policy;
- Annual Leave of 25 days;

Expatriate staff will be exempted from the payment of income tax. They will also be eligible for:

- Housing Allowance of RM2,000.00/= per month;
- Exemption from the payment of duties for purchase of one car within 6 months from the date of arrival in Malaysia;

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

Closing date for applications – 19 February 2010.

Procedures Required for Applications:

Applications must reach the AIBD at the following address:

<p>The Director Asia-Pacific Institute for Broadcasting Development (AIBD) P O Box 1137, No. 16 Lorong Maarof 59100 Kuala Lumpur MALAYSIA</p>
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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	:	(60-3) 22824618 / 22827192
Fax	:	(60-3) 22822761

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