

**IFJ Malaysia Project Manager****Location:** Kuala Lumpur, Malaysia**Work type:** Full-time**Salary range:** MYR 4,500 - 4,900 per month**Duration:** 12 months (with possibility to extend)**Application deadline:** Until position is filled**Project Description:**

Led by the International Federation of Journalists (IFJ) and funded by the European Union, the IFJ Malaysia media project is working to strengthen the capacity of media and civil society organisations to instigate and lead sustainable change development in Malaysia from 2020 to 2025. Through capacity building of journalist unions and CSOs, the project also aims to build solidarity partnerships and alliances. Journalists and media organisations will be supported to take a strategic role in promoting and advancing a strong, independent and diverse media in Malaysia, while journalists will be directly supported to build their skills in the evolving media landscape.

Role of the Project Coordinator:

The IFJ is looking for a seasoned media expert and project manager to lead and develop its national media development project in Malaysia. The project manager will work under the director of the IFJ Asia-Pacific and the IFJ head office in Brussels, and collaborate closely with the IFJ's Malaysian affiliate, the National Union of Journalists Malaysia (NUJM). The project manager will support, develop and coordinate all implementation of IFJ project activities, reporting and final outputs to the project donor, European Union. A strategic and development role, the ideal candidate will have strong, proven industry connections and the ability to lead and conduct industry assessments, design and implement project activities, commission program consultants and partners, undertake monitoring and evaluation and produce excellent written reports.

About you:

You are a self-driven, highly motivated individual that works well autonomously and a confident collaborator who can drive and build momentum. You must have the initiative to set and meet deadlines, take a creative approach to problem solving and possess highly developed interpersonal skills. You will have extensive experience in managing complex projects with multiple stakeholders, employing your strong skills in diplomacy and time management to deliver on time and on budget. You are adept at developing working programs from strategic aims and have an understanding of engaging participants to be active and committed to the project outcomes.

Primary tasks and responsibilities:

- Coordinate the implementation of the national Malaysia project
- Develop an annual workplan and budget for activities and coordinate and develop field implementation with project partners in line with project objectives and actions.



- Establish reliable networks with key stakeholders including media, civil society groups and authorities to ensure that implementation is responsive to the needs of partners and beneficiaries.
- Engage experts, consultants, and contractors to support project activities and develop an intern program to build engagement with journalism students.
- Coordinate and organise international and national trainings, workshops and meetings in the project network and team to strengthen the national and regional capacities and partnerships.
- Initiate calls for proposals and develop activity plans and MOUs with project partners.
- Initiate coordination and collaboration with key stakeholders within Malaysia and other relevant partners and its implementation.
- Support the project team for monitoring, evaluating, and reporting the field implementation activities of the project and its progress to ensure that planned implementation of activities are on time under the work plans of the project.
- Manage financial operations of the project, including budget planning, financial reporting matching running expenditure and overseeing payment of consultants and contractors.

Long Description

- Work with Malaysia's media to develop media strategies advocacy, campaigns, and communications.
- Maintain strategic awareness of independent media issues in Malaysia, respond to news and events and monitor challenges and opportunities facing independent media.
- Liaise with the IFJ Asia-Pacific and the National Union of Journalists Malaysia Peninsula (NUJM) to ensure the smooth implementation of project activities at the national, regional, and international levels.
- Attend regular meetings of the IFJ and provide updates on the progress of project activities for team support and guidance.
- Develop and coordinate advocacy and visibility activities
- Coordinate research into media reform, media monitoring and strategies into the strengthening of a strong, independent, and diverse media.
- Support in the development of resource materials for the Project, including training resources and modules.
- Support the development of regular communications regarding the project such as press releases and communication materials to be distributed to various stakeholders as well as the project funder.
- Manage and support the operation of Facebook page established for the Project to update and provide news and information regarding the project's implementation including key events, stories collected from field activities, main progress of the project, etc.

Selection Criteria:



- Minimum three years' experience in project management with a proven ability to independently manage programs.
- A minimum of five years of experience in media, trade unions or development work.
- Excellent communication skills including high proficiency and fluency in English and Malay (written, verbal, reading).
- Proficiency in MS office, particularly management of budgets in Excel.
- Proven ability to prioritise and meet deadlines.
- Knowledge of media landscape in Malaysia including media law reform, challenges facing independent media, opportunities for strengthening media activities.
- Relevant university or tertiary qualifications required.
- The project manager will work remotely, and applicants must have access to a suitable workspace with stable Wi-Fi.

To apply, please send a CV and a covering letter which addresses each of the Selection Criteria in English to the Director of the IFJ Asia-Pacific, jane.worthington@ifj-asia.org

About IFJ:

The IFJ is the global voice of journalists. First established in 1926, the IFJ promotes international action to defend press freedom and social justice through strong, free and independent trade unions of journalists. Today it represents around 600,000 members in more than 140 countries in the world. IFJ is committed to achieve and sustain gender parity among its staff members in all categories and at all grades. Furthermore, IFJ is committed to achieving workforce diversity in terms of gender, nationality and culture.