Post: International Federation of Journalists (IFJ)-NUJ Malaysia Project Manager
Location: Kuala Lumpur, Malaysia
Commencement: Immediate
Work type: Full-time
Salary range: MYR 4,500 - 4,900 per month
Duration: 12 months (with possibility to extend)
Application deadline: Until the position is filled

Profile:
IFJ and its Malaysia affiliate, the National Union of Journalists Peninsula Malaysia (NUJM), seek a Project Manager for a complex media development project in Malaysia. The Project Manager will coordinate and manage the implementation of the project that supports media reform strategies and research to promote the development of a strong, independent and diverse media landscape in Malaysia. The Project Manager will work under the supervision and direction of the Director of the IFJ Asia-Pacific together with the IFJ’s Malaysian affiliate NUJM.

Tasks and responsibilities:
You will be responsible for activities related to the project including:

- Oversee the management and successful implementation of the project in line with project proposal and actions.
- Establish networks with key stakeholders including media, civil society groups and authorities to ensure that implementation is responsive to the needs of partners and beneficiaries.
- Management of the financial operations of project, including budget planning, financial reporting matching running expenditure, financial reporting and overseeing payment of consultants and contractors.
- Working with Malaysia’s media to develop media strategies advocacy, campaigns and communications.
- Maintains strategic awareness of independent media issues in Malaysia, respond to news and events and monitor challenges and opportunities facing independent media.
- Produce training materials and resources for workshop activities and digital learning in consultation with the IFJ goals and principles.
- Coordinate research into media reform, media monitoring and strategies into the strengthening of a strong, independent and diverse media.
- Development of training and programs on professional journalism, organisational development, trade union capacity building, press freedom and journalist rights.
- Develop and launch journalism award and innovation program.
- Ensure IFJ-NUJM project objectives and deliverables are met and to oversee regular communication, reporting and updating on progress.
Selection Criteria

- Minimum two years’ experience in project management and 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, management of budgets and Excel.
- Proven ability to prioritise task and meet deadlines.
- Knowledge of media landscape in Malaysia including media law reform, challenges facing independent media, opportunities for strengthening media activities.
- Relevant university qualifications required.

To apply, please send a CV and a covering letter 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.