

IFJ Asia-Pacific Project Assistant

Employer: International Federation of Journalists - IFJ Asia-Pacific

Work type/s: Contract, Part-time

Commencement: June 2021

Duration: Part time (2-3 days per week) 8 months (June 2021 – Jan 2022)

Classification: Project Management, International Aid & Development, Communications and Marketing, Fundraising, Legal and Human Rights, Unions and Workers Rights, Media and Arts

Location: Kuala Lumpur, Malaysia

Applications close: 31 May 2021

- Located in Kuala Lumpur, Malaysia
- Part-time contract role, 8 months fixed term
- Remuneration - commensurate with experience

The organisation:

The IFJ is the global voice of journalists. Established in 1926, the IFJ promotes international action to defend press freedom and social justice through advocating for strong, free and independent trade unions of journalists. Today it represents over 600,000 members in more than 140 countries in the world. The IFJ is headquartered in Brussels with regional offices in Africa, Latin America and the Asia-Pacific.

The IFJ Asia-Pacific Regional Office in Sydney manages and implements a range of media development projects focussed on press freedom, media rights, trade union development, worker rights and freedom of association and institutional strengthening work in conjunction with its 30 affiliates in the Asia-Pacific region. IFJ Asia-Pacific project work is supported by funders including the European Union, Union to Union, Norsk Journalistlag, UNESCO, National Endowment for Democracy, the Magna Carta Fund and many others.

National Union of Journalists Malaysia (NUJM)

NUJ Malaysia is an affiliate member of the IFJ. As early as the union's establishment in 1962, the NUJ had its affiliation with IFJ to become a part of a global journalistic union family.

The NUJM is the only organisation of working journalists in Malaysia representing the industrial, social and welfare interest of some 1,400 journalists.

Job responsibilities:

To coordinate and support the day-to-day operations of the International Federation of Journalists' program strengthening press freedom, democracy and the National Union of Journalists Malaysia through:

- Monitoring progress towards project deliverables
- Financial coordination and management
- Written communications including press releases, bulletins, reports
- Ad hoc office management
- Project activity planning and coordination
- Managing internal and external stakeholders and partners
- The position is based in Kuala Lumpur and may require domestic travel from time to time

Tasks and responsibilities:

- IFJ/ NUJM communications – press releases, bulletins, reports, social media and website content development, NUJM member communication
- Project management – activity planning and development, stakeholder liaison, monitoring and evaluation, financial management
- Administration – office management and coordination, meetings, logistics for trainings, data management, office equipment and supplies
- Project reporting – compilation of documents for audits, end of project reporting, funder relationship management

The successful candidate will have the following skills and experience:

Essential:

- Minimum diploma in journalism, media, communications, international studies, politics and/or development
- Minimum two years' experience in communications and/or project management
- Sound financial knowledge and experience, including financial reporting, payment of sub-contractors, budget management, matching running expenditure with accounting reports and reconciling project budgets and identifying variances
- Experience working with different stakeholders, partners and managing relationships
- Strong written and verbal communication skills



**International
Federation
of Journalists**

**Younes Mjahed
President**

**Anthony Bellanger
General Secretary**

- Ability to manage multiple tasks, prioritise effectively and produce high quality work within agreed timelines
- IT skills including Microsoft applications, website experience and social media
- Strong competence using Excel, ZOOM technology (webinars and online training), as well as other project management tools
- Excellent interpersonal skills
- Written and spoken English

Desirable:

- A commitment to the principles of the IFJ, that is, to freedom of the press and to trade unionism
- Skills in campaigning and organising, preferably in human rights, trade union or journalist rights issues and proficiency on social media platforms
- The ability to communicate in a language other than English will be an advantage, including Bahasa Malaysia, Mandarin or Tamil

Applications should address the selection criteria and include a brief resume.

Applications should be sent to malaysia@ifj-asia.org