

JOB OPPORTUNITY @ JFKL

Job Location	The Japan Foundation, Kuala Lumpur (JFKL) 18 th Floor, Northpoint Block B, Mid-Valley City, No. 1 Medan Syed Putra, 59200 Kuala Lumpur
Job Title	Public Relations Officer (Full time)
	<p>The position is to assist broader range of public relation tasks. It includes coordination, execution and development of public relations for all the programs in Cultural Affairs Department and issue relating to the Public Relation of JFKL. Although the task will be under supervise and direction of the senior officers who produce the programs/events, it is much encouraged for the person to take active part in charge as well as to develop new ideas and to contribute to more effective work.</p> <p>[Media Relations]</p> <p>(1) Media Relations and Marketing – Producing Press Release and contacting media to obtain publicity for the programs and events including web media.</p> <p>[Production of Publicity Materials] – Producing and managing the materials below as well as handling the distribution of printed materials.</p> <p>(2) Publicity Materials such as poster, flyer, program booklet, invitation, questionnaire and so on</p> <p>(3) “Teman Baru”(bi-monthly newsletter booklet)</p> <p>[Management of Online PR Resources]</p> <p>(4) JFKL Website and Facebook, Instagram updating, and managing archives pages of of past events</p> <p>(5) JFKL E-mail News and mail magazine</p> <p>[Coordination of PR Related Task for the events]</p> <p>(6) Managing and scheduling of the public relation task to obtain appropriate audiences and attention to the events and programs to reach out to targeted audience.</p> <p>(7) Arranging photo and video shooting for PR materials and summarizing questionnaire.</p> <p>[Management of General Inquiry and Database]</p> <p>(8) Attending email inquiry of the general inquiry address, answering phone calls.</p> <p>[Implementation of Projects/Events]</p> <p>(10) Assisting implementation of the JFKL projects/events relating to arts and culture.</p>
Working Start	From 26th June 2023. (negotiable)
Condition	<p>1. Working Day and Time</p> <p>Monday to Friday 8:30 to 16:30 (Lunch Time 12:30 to14:00)</p> <p>» Working on weekends may be required depending on the program/event schedule and will be compensated by either replacement leave or overtime pay.</p> <p>» Overtime work may be required and will be fully paid according to Malaysian Employment Act.</p> <p>2. Other Condition</p> <p>(1) Salary: Up to RM 3,900 per month (depending on experience).</p> <p>(2) Holidays: Saturday and Sunday, and other holidays determined by JFKL.</p> <p>(3) Leave: Annual Leave 10 days, Medical Leave 14 days per fiscal year</p> <p>(4) Entitlement include medical/accident insurance, transportation allowance, EPF, SOCSO, EIS and other additional benefits to the employees determined by laws in Malaysia.</p>

Eligibility / Requirements	<ol style="list-style-type: none"> 1. Malaysian citizen 2. Possess a Diploma or Degree 3. Age: From new graduates to around 35 (negotiable) 4. Language: Fluent in Bahasa Malaysia and English. Japanese Language is not necessary but would be an advantage. 5. Basic computer skills are indispensable (i.e. Word, Excel and Power Point, internet use, Email manners) 6. Having full-time work experience especially in the areas below will be given preference. [Public Relations, Service Industry, Performing Arts / Fine Arts / Film Industry, Cultural Agency and International Agency] 7. Skills of website design or edition, using image processing application are not required but would be an advantage. Experience of website or blog making is also welcomed. 8. Having interests in Japanese culture and society. 9. Good communication and task management skills and able to work in a team
Application / Closing Date	<p>Please complete the Application Form and send it together with the full CV to kl_saiyo@jpf.go.jp with the title “Job Application” by 23:59, 21st May 2023.</p> <p>Shortlisted candidates will be notified for Interview by 26th May 2023. Interview for the shortlisted candidates will be held on 1st & 2nd June 2023 (unless otherwise arranged).</p>
Contact	<p>Cultural Affairs Department, The Japan Foundation, Kuala Lumpur 18th Floor, Northpoint Block B, Mid-Valley City, No. 1 Medan Syed Putra, 59200 Kuala Lumpur TEL: 03-2284 6228 FAX: 03-2287 5869 E-mail: kl_saiyo@jpf.go.jp Website: https://www.jfkl.org.my</p>