



JOB DESCRIPTION

1. POSITION SUMMARY

Position title	Assistant to Secretary – General’s Dept.
Tenure status	3 years contract, renewable
Salary	In accordance to experience and qualifications
Department	Secretary-General Department
Reporting to	Secretary-General and Executive Assistant to Secretary-General
Functional relationships	ABU senior staff and colleagues
Location	Based at the ABU Secretariat in KL

2. THE ABU SECRETARIAT

The Asia-Pacific Broadcasting Union is an international professional association of broadcast and media industry organisations with 280 members in 68 countries in the Asia-Pacific region and the world. The ABU Secretariat is hosted by the Malaysian Ministry of Ministry of Communication and Multimedia and based in the Angkasapuri compound in Kuala Lumpur.

The Secretariat has over 36 multi-national staff from 14 countries. Through its four departments – ABU News, ABU Programming, ABU Sports and ABU Technology, the ABU implements over 100 activities annually in the form of consultancies, symposiums, conferences, meetings, training workshops and co-productions. The ABU works with leading international organizations to serve its members.

For more information please visit ABU’s website www.abu.org.my

3. JOB SUMMARY

The principal function of the Assistant, Secretary-General Department, is to provide a wide range of support services for the Secretary-General, Executive Secretary-General, Directors, executives and colleagues from member organisations seconded to the ABU Secretariat, with duties such as organising events and preparation of documents, correspondence and materials for the events organised by the department and various activities related to some of the world’s major sporting events.

Assisting the work of the department includes day-to-day routine administrative duties such as preparing letters, faxes and emails, filing, organizing events and travel and logistical arrangements for meetings, workshops and seminars.

4. REPORTING RELATIONS

Reports to	Secretary-General and Executive Assistant to Secretary-General
Functional Relationships	Directors, Executives and Other Department staff
Direct Manager	Secretary-General

5. SPECIFIC RESPONSIBILITIES

Under the supervision of the Secretary-General and Executive Assistant to Secretary-General, the Assistant is to provide logistical and planning support for high level meetings and missions, trainings, seminars and other activities related to the work of the SG Department. The successful applicant will have to carry out the following main duties:

- Assist the Secretary-General, Executive Assistant to Secretary-General and colleagues in the SG Department with the daily running of the Department's activities;
- Assist with the development of agendas and other conference and meeting materials and documentation;
- Negotiating with hotels and travel agents good packages, contacting delegates and, in some instances, arranging their travel and accommodation;
- Assisting in maintaining accounting records by keeping track of costs, preparation of estimates and final accounts;
- Developing and maintaining a database of members' contacts;
- Helping to draft correspondence and assist with sending out emails to members;
- Purchasing office supplies and maintaining inventory;
- Scheduling and drafting minutes for meetings;
- Performing other administrative tasks as required, including answering inquiries of members;
- To carry out other duties that may be assigned from time to time.

6. REQUIREMENTS

6.1 Eligibility criteria:

a. Candidates must

- Be a national of any country in the Asia-Pacific region and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Produce appropriate character references as to his or her suitability for the performance of the duties;
- Produce evidence of a thorough knowledge of English.

b. Candidates must

- Have a University Degree (Administrative or Business studies, preferable) or at least 3 years experience in administration.

6.2 Selection criteria:

a. Professional experience:

Essential:

- Experience in administrative and/or team assistant/ secretarial position;
- Experience in drafting letters, emails etc. and writing minutes and reports

Desirable:

- Experience of working in an international, multi-disciplinary work environment;
- Experience in multi-tasking.

b. Professional knowledge:

Essential:

- Confident user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook);
- Telephone courtesy and pleasant communication skills;

Desirable:

- Qualifications particularly in the field of Corporate Communications, Media and Communications, Marketing or International Communication.
- Be familiar with internet technology and database systems.

c. Technical skills and competencies:

Essential:

- Keen eye for detail with the ability to maintain standards of accuracy under pressure of tight deadlines;
- Excellent communication skills in English, both verbally and in writing;
- Ability to learn new internet and authoring technologies relevant to website development;
- Excellent organisational skills including the ability to plan, organize and manage projects

Desirable:

- Familiarity with internet technology (client and server sides).

d. Social skills and competencies:

Essential:

- Team player
- Excellent interpersonal skills with the ability to work well under pressure, both independently and in a team;
- High level of member-orientation with pleasant manners of interaction;
- Punctuality and efficiency;
- Ability to organize and prioritise work and complete tasks with minimum supervision;

- Ability to work effectively in an international and multi-cultural environment;
- High degree of commitment, responsibility, flexibility and initiative.

7. SELECTION PROCEDURE

Only short-listed candidates will be invited for written tests and interviews. Written tests will be set to check candidates' written abilities in English. Candidates with the highest score will be selected for interview.

8. SALARY AND BENEFITS

Competitive salary and benefits package will be given.

8.1. Salary

The salary for this position will depend on qualifications and experience. If the successful applicant is a non-Malaysian citizen, salary and allowances will be free of income tax in Malaysia.

8.2. Annual leave

Fourteen (14) working days paid annual leave is offered.

8.3. Medical benefits

In addition to a reimbursement of 70 percent for outpatient medical and dental treatments up to RM1,800 a year, Group Personal Accident as well as Group Hospitalisation and Surgical insurance cover will also be provided.

9. TERMS AND CONDITIONS

9.1. References

Appointment of the successful candidate would follow satisfactory referral by two referees.

9.2. Probation period

Engagement for this position is subject to the successful completion of a probationary period of 3 months. ABU reserves the right to terminate the contract of employment during or at the end of the probation period.

9.3. Contract of employment

The successful candidate will be recruited for a period of 3 years if he/she succeeds in the probation period of three months. The contract is renewable subject to satisfactory performance. The place of employment will be Kuala Lumpur, but the position may require travelling abroad.

10. DATA PROTECTION

The data submitted is processed in order to assess the suitability of candidates for a position at ABU. All personal data collected for the purpose of the selection procedure will only be used within this specific context and will not be disclosed to any third party.

Any data provided will be treated in strict confidence and in full compliance with all applicable data protection rules.

11. MAIN DATES

Deadline for application: 31st March 2016

Recruitment procedure: to be determined

Starting date of employment: to be determined

12. CONTACT DETAILS

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