

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><u>Media Relations</u></p> <p>(1) Media Relations and Marketing – Producing Press Release and contacting as well as establishing relationships with key media outlets to obtain publicity for the programs and events including web media.</p> <p>(2) Developing and implementing public relations campaigns that align with each JFKL projects/events.</p> <p><u>Production of Publicity Materials</u> – Producing and managing the materials below as well as handling the distribution of printed materials.</p> <p>(3) Publicity Materials such as poster, flyer, program booklet, invitation, questionnaire and so on</p> <p>(4) “Teman Baru” (newsletter booklet)</p> <p><u>Management of Online PR Resources</u></p> <p>(5) Managing JFKL Website, Facebook, YouTube, Instagram updating, and archive pages of past events</p> <p>(6) Managing JFKL E-mail News and mail magazine</p> <p><u>Coordination of PR Related Task for the events</u></p> <p>(7) 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>(8) Arranging photo and video shooting for PR materials and summarizing questionnaire.</p> <p>(9) Coordinating press events, conferences, and other media engagements.</p> <p><u>Management of General Inquiry and Database</u></p> <p>(10) Attending email inquiry of the general inquiry address, answering phone calls.</p> <p>(11) Monitor media coverage and assist in analysing PR metrics and outcomes.</p>

	<p>[Implementation of Projects/Events] (12) Assisting implementation of the JFKL projects/events relating to arts and culture.</p>
Working Start	From 14th April 2025. (negotiable)
Condition	<p>1. Working Day and Time Monday to Friday 8:30 to 16:30 (Lunch Time 12:30 to14:00) » Working on weekends may be required depending on the program/event schedule and will be compensated by either replacement leave or overtime pay. » Overtime work may be required and will be fully paid according to Malaysian Employment Act.</p>
	<p>2. Other Condition (1) Basic Salary: RM3,000 – RM3,500 per month (Based on qualification and experiences) (2) Holidays: Saturday and Sunday, and other holidays determined by JFKL. (3) Leave: Annual Leave 14 days, Medical Leave 14 days for the first 2 fiscal years (4) Entitlement includes 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. Familiarity with social media platforms and digital PR strategies. 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 as well as the ability to build and maintain relationships with media professionals
Application / Closing Date	<p>Complete the Application Form and send it with your Full CV to kl_saiyo@jpf.go.jp with the title "Job Application_Public Relations Officer" by 23:59, 23rd February 2025.</p> <p>(1) Application Form (with recent photo) Click Here (2) Full CV</p>

Procedure	Shortlisted candidates will be notified for an interview by 28th February 2025. The interview and a written test for the shortlisted candidates will be held on 6th & 7th March 2025 (unless otherwise arranged).
Contact	Cultural Affairs Department, The Japan Foundation, Kuala Lumpur 18 th 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