



SEAMEO RECSAM, Southeast Asian Ministers of Education Organization-Regional Centre for Education in Science and Mathematics, was established in 1967 to nurture and enhance the quality of science, mathematics and technology education in the SEAMEO Member Countries. We have achieved national, regional and international recognition as a Centre of Excellence.

Our Mission: To promote and enhance Science and Mathematics Education in the SEAMEO member countries.

Our Vision: Leading Centre for quality science and mathematics education.

**We are now inviting qualified and motivated Malaysians to join us as:
Communication Officer (Contract)**

SALARY SCHEME	RS5 Grade 2
SALARY	RM 1,538.00 – RM 5,842.00
ALLOWANCES	Service Allowance : RM 160.00 Housing Allowance : RM 300.00 Cost of Living Allowance : RM 350.00

REQUIREMENTS

1. At least a Diploma in Communications, Public Relations, Media, Journalism or related field.
2. Minimum of 2-5 years of relevant experience in a communications, social media and partnership management.
3. Excellent communication, negotiation and problem solving skills.
4. Excellent verbal, written, and interpersonal skills.
5. Good time management and organizational skills.
6. Knowledge of desktop publishing and graphic design software (InDesign/Photoshop/Illustrator) and social media management.
7. Able to work independently and take initiative.

APPLICATION

- 1) Application forms can be downloaded from www.recsam.edu.my/index.php/about-us/vacancy
- 2) Completed application forms, together with certified true copies of relevant certificates and documents, must be forwarded in a sealed envelope sized 229mm x 324 mm and addressed to:
**Director
SEAMEO RECSAM
Jalan Sultan Azlan Shah
11700 Gelugor
Pulau Pinang**
- 3) Please indicate on the upper left corner of the envelope the post applied and the closing date. Proof of posting is not proof of receipt.
- 4) Only qualified applicants will be called for interview. Candidates who do not receive any replies three (3) months after the closing date may consider their applications unsuccessful.
- 5) Closing date: **23 December 2023**
- 6) For any information or enquiry, please contact **Mr. Mohamad Hilal Bin Zulkifli** at +604-6522708 or email hilal@recsam.edu.my

COMMUNICATION OFFICER, RS5

Job Description

- 1) To support the creative team in conceptualisation and production of related corporate identity and other related programme materials.
- 2) To obtain and maintain information of Centre's daily major activities for Centre's newsletters, annual report and other programme documents / materials.
- 3) To collate, interpret and communicate information gathered.
- 4) To assist the Communication and Publication Manager managing and maintaining strong relationships with external key stakeholders to ensure proper dissemination of the communications of the Centre and update potential partners' database.
- 5) To assist Communication and Publication Manager to prepare official partnership letters, invitation letters and other contracts/agreements.
- 6) To work closely with Training and Research team to provide programme support to partners in a timely and effective manner.
- 7) To support, execute relevant administrative, reporting duties and help accelerate project / programme implementation;
- 8) To assist the Communication and Publication Manager in liaising with respective Deputy Directors & Specialists and provide assistance in their preparation of conference, congress & training programmes documents and materials.
- 9) To keep record and prepare and keep record press kit for media outlets to secure positive media coverage and manage the Centre's public image.
- 10) To assist the Communication and Publication Manager in preparation of event such as MoU signing ceremony, press conference and other networking events of the Centre.
- 11) To assist the Communication and Publication Manager to create content for corporate social media posting.
- 12) To undertake any other duties as instructed by the Communication and Publication Manager, Deputy Director (Administration) and Centre Director.