

# We are Hiring!



**Position:** Programme Manager (PM)  
**Reports to:** Managing Director, Malaysia  
**Location:** Kuala Lumpur

**Posted:** January 2022

*\*Non-Malaysian candidates must have the right to work in Malaysia*

*Are you a self-starter interested in building a regional career?*

*Interested in shaping the mindsets and behaviours of public, private, and civil sector leaders?*

*Seeking to work at the intersection of business, sustainability, and public policy with a dynamic company at the forefront of executive education?*

*Want to promote more sustainable and inclusive approaches to business model generation, strategy, and policymaking in Malaysia and across ASEAN?*

**The Global Institute For Tomorrow (GIFT)** is an independent pan-Asian think tank with offices in Hong Kong and Kuala Lumpur. Through our unconventional approach to executive education and advisory services, we advance a deeper understanding of the shift of influence from the West to Asia, the dynamic relationship between business, society and the state, and the reshaping of the rules of global capitalism. Our proprietary curriculum and learning methodology cultivate the leadership mindsets and behaviours required to redesign society in the 21st century. [www.global-inst.com](http://www.global-inst.com)

## Job Description

As a Programme Manager you will have overall responsibility for the successful planning, design, execution and continuous improvement of GIFT's consulting, advisory projects, and GIFT's executive education programmes. Advisory projects may comprise sustainability advisory, strategy and policy development and stakeholder engagement and recommendations.

These may include in-person experiential courses, outcome driven workshops, blended-learning interventions, and 100% online programmes.

- Activity planning, sequencing, and prioritising to ensure key milestones and objectives are met throughout the programme planning process
- Coordination, communication, and relationship management with internal and external stakeholders including GIFT team members, clients, participants, experiential field-project partners and stakeholders, vendors, suppliers, etc.
- Develop research and data collection for conducting analysis
- Research and writing to produce high quality programme collaterals, and to develop socially impactful business projects in collaboration with clients, project partners and other stakeholders
- Cultivating and maintaining a regional network of potential project partners for experiential programmes which may include regional companies, social enterprises, development institutions, NGOs, and government agencies
- Project management oversight including developing and driving the ideation process, overseeing project outcomes and deliverables, client and stakeholder interface, budgeting and cost management to ensure strong financial performance of projects
- Documentation of programme outcomes and refinement of reports produced by participants before final publication and delivery to project partners and clients
- Managing logistics related to programme planning and delivery including enrolments, travel, accommodations, and venues

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- Leveraging on internal people resource to ensure that programme deliverables and intended actions are achieved.
- Budgeting and cost management to ensure strong financial performance of all programmes

## Skills and Qualifications

- At least 3-5 years' work experience, preferably with a focus on project management, event management, consulting, report writing, client relations and business communications or policy development, strategy advice and sustainability
- Bachelor or master's degree in a technical field is an advantage
- Fluency in English, Cantonese &/or Mandarin (fluency in other Asian languages is a plus)
- **Project management skills** to ensure project planning processes run smoothly; includes the ability to work independently, handle multiple projects simultaneously, manage budgets, prioritise, document and ensure agreed project outcomes are delivered
- **Organisational skills** a highly resourceful & pro-active ability to multitask, prioritise, and document everything for easy access and future reference
- **Communication skills** to be able to convey messages clearly to clients, other external stakeholders, and internally amongst GIFT team members
- **Problem-solving** to gather information, weigh the associated pros and cons and then formulate the best solution for participants, clients, project partners and GIFT
- **Interpersonal skills**, including self-confidence, relationship management, effective and clear communication, active listening, the ability to collaborate well as part of a team, and to manage expectations of key internal and external stakeholders
- **Research and writing** to produce high quality proposals, presentations and reports, including client analysis and recommendations, and to refine project outputs including business plans, feasibility studies, policy proposals, etc.
- **Conceptual thinking**, analytical skills, and ability to develop new ideas
- **Time management** to create project timelines, maintain deadlines and meet key milestones throughout the project lifecycle
- **Negotiation and conflict management** to negotiate mutually beneficial agreements and resolve potential conflict or setbacks with partners, clients, colleagues, and other key stakeholders
- **Reporting skills** to coordinate with clients and team members to set expectations, align on objectives and convey information regarding programme deliverables
- **Active listening** to connect with team members, develop better relationships with participants and clients, and to manage expectations of key stakeholders
- **Budget management** to create viable budgets, track costs, produce basic spreadsheets and decide what the budget should or should not be spent on
- **Technologically savvy** hands-on experience with all Microsoft 365 applications (highly proficient in MSPPT); familiarity with online education and collaborative tools such LMS, Slack, and video conferencing platforms is a plus

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## Benefits of the Role

- A fulfilling and challenging position within a dynamic, purpose-driven company that asks you to think, discover, learn, and grow, with a truly regional focus and exposure
- Constructive, stimulating, and fun work environment that emphasises new ideas and personal initiative
- Chance to work on purpose-driven projects for government and business with far-reaching social impact
- Opportunity to travel for programme and client work to enhance professional exposure and broaden worldview
- Contribute to the organisational transformation of client companies and government agencies
- Competitive remuneration and employment benefits; ample room for career growth in a regional role and with a global mindset

To apply, please send your CV and a covering letter to [vnair@global-inst.com](mailto:vnair@global-inst.com)

All information provided will be used for recruitment purposes only