

# We are Hiring!



**Position:** Senior Programme Manager (SPM)

**Posted:** March 2022

**Reports to:** Managing Director, Malaysia

**Location:** Kuala Lumpur

**\*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 Senior Programme Manager, you will have responsibility for the successful planning, design, execution and continuous improvement of GIFT's consulting, advisory projects, and GIFT's executive education programmes.

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

Key Programme Management Responsibilities:

- 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
- 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
- Supporting business development activities with proposal writing and client liaison activities

## Skills and Qualifications

- Bachelor or Master's degree
- At least 8-10 years' work experience, preferably with a focus on project management, consulting and report writing
- Interest in development issues, leadership development, sustainability, policy making and corporate governance
- Fluency in English (other Asian language 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
- **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.

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- **Communication skills** to be able to convey messages clearly to clients, other external stakeholders, and internally amongst GIFT team members
- **Technologically savvy** hands-on experience with all Microsoft 365 applications (highly proficient in MSPPT); familiarity with online education and collaborative tools such as LMS, Slack, and video conferencing platforms is a plus

## Benefits of the Role

- A fulfilling and challenging position within a dynamic, purpose-driven company that offers unique opportunities to expand your thinking 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 and enhance professional exposure and broaden worldview
- Contribute to the organisational transformation of clients including companies and government agencies
- Competitive remuneration and employment benefits; ample room for career growth

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