

Programme Manager (PM)

Reports to: Managing Director, Malaysia

Location: Kuala Lumpur, Malaysia **Non-Malaysian candidates must have the right to work in Malaysia*

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

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

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

Want to promote more sustainable and inclusive approaches to business, strategy, and policymaking in Hong Kong, Malaysia and across Asia?

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

Job Description:

As PM you will have **overall responsibility** for the successful planning, design, execution and continuous improvement of GIFT's array of projects, including (1) GIFT's executive education programmes, (2) content-production projects, as well as (3) consulting and advisory work. Executive education programmes may include in-person experiential courses, outcome driven workshops on leadership and organisational culture, blended-learning interventions, and 100% online programmes. Content-production projects include the production of proposals for new business opportunities; the research and writing of briefing documents and curriculum used in GIFT's executive education programmes; supporting the writing of articles and opinion pieces for regional publications; producing longer research reports leveraging GIFT's unique point of view as a pan-Asian think tank. Consulting and advisory projects may comprise sustainability advisory, strategy and policy development, management and organisational development, and stakeholder engagement and recommendations.

Programme Management includes:

- Activity planning, sequencing, and prioritising to ensure key milestones and objectives are met throughout the programme planning process, including driving ideation processes, overseeing programme outcomes and deliverables, client and stakeholder interface, as well as budgeting and cost management to ensure strong financial performance of programmes
- Coordination, communication, and relationship management with internal and external stakeholders including GIFT team members, clients, participants, field-project partners, vendors, etc.
- Developing socially impactful business projects in collaboration with clients, programme partners and other stakeholders, and refining programme reports for final publication and delivery to programme partners and clients

- Researching and writing high-quality programme collaterals, including briefing documents and content for executive education curriculums on global, regional, and local topics, such as governance, business, civil societies, economics, equity, environmental management and more
- Opportunities to support the CEO and Managing Directors with their article research and writing which covers a range of sustainability topics, and which will be published in local, regional and global media
- Maintaining a regional network of stakeholders for the full array of programme work, which may include regional companies, social enterprises, development institutions, NGOs, and government agencies
- Managing extensive logistics related to programme planning and delivery including enrolments, travel, accommodations, and venues

Skills and Qualifications

- At least 5-8 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 (International Relations, Sustainability, Engineering, Economics, Law)
- 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
- **Excellent research and writing skills** 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.
- **Curiosity and interest** to stay up to date with current affairs and topics related to the content covered in GIFT's articles, reports, and projects
- **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
- **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

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 broaden professional exposure and 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
All information provided will be used for recruitment purposes only