



Job Title:	Communications Coordinator
Department:	Malaysia-France University Centre (MFUC)
Reports to:	MFUC Deputy Directors
Employment status:	Contract 6 months (Renewable)
Salary:	RM1,600 per month
Allowance:	RM400 per month

Communications Coordinator Job Description:

The Malaysia-France University Centre (MFUC) is a bilateral organisation created in 2006 which aim is to foster collaborations between Malaysian and French higher education and research institutions. MFUC is supported by the French Embassy in Malaysia and the Malaysian Ministry of Higher Education (MOHE).

We are searching for a talented and professional communications coordinator to join our dynamic team. As duties will be diverse and multi-faceted, therefore outstanding professional skills are vital for this role.

The successful candidate will manage the overall communication strategy of MFUC. He/she will be in charge of creating communication materials, feeding, updating and editing MFUC's official website, managing MFUC's social media and interacting with the centre's publics. He/she must possess superb written and verbal communication skills, and have excellent expertise in digital graphic and media tools.

Responsibilities:

- Develop a successful and coherent communication strategy for MFUC and implement its annual communication plan.
- Create contents for both print and web materials (including the company website, social media pages, brochures, and newsletter), ensuring it is consistent with MFUC's core values and missions.
- Serve as point of contact for media and public questions.
- Prepare and organise interviews with Alumni, students and researchers.
- Monitor, maintain and develop MFUC's social media and online presence.
- Identify and solve any issues related to communication in a timely and professional manner.
- Assess and report on the effectiveness of communication strategies.

Minimum requirements:

- Bachelor's Degree in communications, English, public relations, journalism or related field.
- 1 year experience working in a communications position or related role.
- Possess a solid understanding of effective communication techniques.
- Fluency in English and Bahasa Malaysia are essential; French language skills would be highly appreciated.
- Must have excellent writing, editing and verbal communication skills
- Team-oriented and able to work outside working hours.
- Strong time-management and organisational skills.

To apply, email us your cover letter and CV to:

admin@mfuc.org (Subject: Application Communication Coordinator)

Application deadline:

Sunday 31st January 2022