



MANAGER – PRODUCTION & DELIVERY TECHNOLOGIES

Asia-Pacific Broadcasting Union

Position Summary

Position Title : Manager – Production & Delivery Technologies
Tenure Status : Contract Appointment
Department : ABU Technology & Innovation
Location : Based at the ABU Secretariat in Kuala Lumpur

About the ABU

The Asia-Pacific Broadcasting Union (ABU) is an international organisation with a mandate to assist the development of broadcasting in the region. The Union was established in 1964 as a not-for-profit, non-government, non-political, professional association and promotes the collective interests of television and radio broadcasters as well as key industry players and facilitate regional and international media co-operation. It has over 250 members located in more than 60 countries around the world and services these members from the Secretariat, based in the Angkasapuri compound in Kuala Lumpur.

The Secretariat has some 35 staff led by senior experts in the fields of technology, programming, news and sports broadcasting development.

Job Summary

The Manager Production and Delivery Technologies (MPDT), Technology Department, is responsible for projects and activities assigned to him/her related to the production and delivery technologies area. The Technology Department employs international experts in broadcast technologies, supported by local staff from Malaysia.

Reporting Relationships

Reports to : Director, Technology Department

Leads : A Team Assistant and temporary staff that may be employed from time-to-time on particular projects

Functional Relationships : ABU Senior Staff, especially the Head of Production Technologies and Head Delivery Technologies in the Department,
Manager IT Systems,
Senior Officers in other departments
Senior Officers in Asiavision

Responsibilities and Duties

- Assist in managing the activities of the Technology Department and the IT Department.
- Assist these departments in their ABU responsibilities and constantly seek ways to improve the range of services offered to members
- Stay abreast of broadcast and IT technologies, processes and operations developed and adopted within the industry
- Keep abreast of modern training techniques which are appropriate to an industry within the Asia-Pacific region
- Develop and maintain strong relationships with appropriate levels in other broadcasting unions and organisations in support of the ABU, to meet the interests of ABU members and the international industry environment as necessary
- Assist the Director and Senior Colleagues at the Technology Department in carrying out activities to the best effect for ABU members

- Prepare and publish Technical Monographs on broadcast industry developments and operational practices from time to time
- Ensure that sound advice is provided to ABU members seeking such advice
- Assist in preparation of technical papers of industry wide importance to ABU members or to the broadcast industry at large
- Assist the Director in planning and executing annual Technical Committee meetings and associated Technical Bureau meetings, and topic study programmes
- Assist in preparing the activity plan for the projects and activities of the department
- Take charge of the implementation of the projects assigned, as stated in the activity plan and to communicate with members, as may be required, in the performance of the responsibilities
- Be responsible for organising and contributing directly into the workshops, seminars and meetings, including the identification of the required presenters, facilitators etc
- Establish and maintain successful inter-personal communication relationships with staff members within the Secretariat
- Identify possible funding sources that may help the ABU to implement the proposed projects of the Technology Department
- To carry out other duties that may be agreed from time to time with the Director, Technology Department.
- Personal Development
- To assume joint responsibility for personal career development by producing a jointly agreed plan identifying key areas which will assist in personal and professional development. Such development should be consistent with the ABU's overall personnel development goals.

Qualifications

Mandatory

- Bachelor's degree or equivalent qualification in electronics, telecommunications or electrical engineering.
- A strong background in radio and television engineering, with at least 7 years' experience in production (could be studio and/or outdoor); and/or transmission areas, including broadcast transmitters, SHF links, antennas and satellite systems.
- Considerable experience in broadcast technologies particularly in the integration of IT systems within the broadcast environment.
- Thorough knowledge of digital techniques applicable to production and the related standards.
- Experience in international relations.
- Citizenship of a country within the ABU region.
- Experience in organising events such as conferences, seminars and training workshops.

Desirable

- Knowledge and experience in telecommunications technologies, including Internet and Information based services.
- Thorough knowledge of the use of computers and associated software for working in a paperless office environment, including computer LAN operations, e-mail services, website and online learning systems.
- Knowledge and experience about web/mobile applications, web programming tools & API 's.
- Project development and management practices
- Good understanding of project management techniques and associated financial budgeting and reporting
- Experience in radio and TV transmission technologies and spectrum management areas.
- Experience in management positions.
- Experience in working in cross-cultural environments.
- Experience in training of broadcast engineering personnel and identifying training resources.
- Experience in representation activities at an international level (such as the ITU), including the preparation and delivery of presentations.
- Good understanding of broadband networks used for content delivery.
- Experience in use of software packages for planning, operation and designing of broadcasting services.
- Experience in arranging publication of journals and monographs.

Selection Criteria (*Key requirements*)

Experience/Knowledge

- International experience in the development, direct application and management implications of technologies for Radio and TV broadcasting
- Direct involvement with training developments within a member organisation and internationally
- A self-starter who drives change and leads in thought processes

- Proficiency in Microsoft Office package (specifically MS Word, Excel, Powerpoint, Access, Outlook), Internet Browsers, FTP clients, Online Survey systems, and other specific software required to perform the duties of the position. Experience in Adobe Photoshop, Illustrator, Web design and Video/Audio editing software will carry added weight.
- Experience in living and working within the Asia-Pacific region and with people of different ethnic and cultural backgrounds.
- Experience in event management such as seminars, workshops, etc involving 30-50 participants.

Personal Skills

- In-depth knowledge of the English language, spoken and written
- HR management skills to establish and maintain successful relationships within the organisation, at all levels
- Presentation preparation and delivery experience
- Ability to organise and prioritise work and complete tasks under tight timelines
- Proven ability to work with minimum supervision
- Ability to manage multicultural staff

Applications

You application should accompany the following:

1. Detailed CV listing the work history and academic qualifications including two referees.
2. Cover letter (maximum 1200 words) outlining why the candidate believes they can successfully fill this role.
3. Copies of Educational/Academic certificates and other documents to support your application.
4. Recent photograph (passport size, not older than six months from application date).

Please note that only shortlisted candidates will be notified via email.

*The deadline for application is **29th February, 2024**, and should be sent via email to the Human Resource Department at: shabana@abu.org.my*
