

PROJECT MANAGER FOR EUROPEAN CAMPUS / COMMUNICATION OFFICER

JOB DESCRIPTION AS ADVERTISED IN JANUARY 2023

OUR MISSION AND VALUES

The French School of Kuala Lumpur (LFKL) is a non-for-profit, parent-governed school in Kuala Lumpur. It was founded in 1962 initially for the French and French-speaking communities, and now enrolls 640 students from almost 40 nationalities who follow the French curriculum

CONTEXT AND JOB SUMMARY

In recent years, LFKL has committed to a systematic approach of communication by developing exclusive materials to explain our curriculum beyond, promoting its unique strengths in the global market of Education within Malaysia and abroad, as well as by implementing targeted actions towards prospects, especially non-French speaking families. The position is also critical in strengthening the commitment and sense of belonging of our community through a dynamic communication on the daily life of our students on campus.

In 2021, LFKL started discussions with the German school of Kuala Lumpur (DSKL) to set up a joint European campus, which would involve the German students moving to the LFKL premises in Segambut and sharing the facilities with the French students (classrooms, sport, arts and sciences facilities, canteen, school bus, etc.). We expect this move will take place in 2024.

LFKL is planning to hire a full-time (40h/week) Project Manager / communication officer to assist the Board of Directors and the management team of LFKL in relation with the DSKL and to be a driving force in improving internal/external communication of our school.

RESPONSABILITIES AND DUTIES

- Facilitate (and initiate where needed) meetings and discussions between the staff of the two schools to set up the future organization
- Build and update a dashboard to monitor the actions to be taken for the campus project, help the staff to carry out those actions
- Develop a schedule of joint activities and events that could enhance the integration between German and French communities, such as: sport competitions, music or theatre performances, cooking events, school festivals, thematic weeks, celebration of key dates such as "Europe day", joint projects around sustainable development, weekend activities...
- Manage events of LFKL and reach relevant sponsors (job fairs, organisation of specific events, inaugurations, open days, etc.)
- Communicate about all school projects and events on LFKL using social media channels.
- Manage and update the school websites with all relevant information (statutory, fees, documentations, etc.)
- Develop communication materials (flyers, brochures, slide shows, t-shirts, goodies, etc.)

- Give a constant feedback of the economic environment and monitor the education market in close contact with the Chambers of commerce and industry, the alliance française, the consulate and other institutions.

REQUIREMENTS AND QUALIFICATION

- Fluent in French and English, German would be an added advantage
- Established experience with social media management and events organization
- Experience in change management would be an added advantage
- Team player, collaboration skills, ability to make people from different backgrounds work together
- Creativity, proactivity, ability to overcome issues by bringing creative solutions, positiveness
- Knowledge of and capacity to work with institutional partners (embassies, chamber of commerce, ministries, etc.)
- Relevant master's degree required for non-citizens without EP

SALARY & BENEFITS

- Expected salary for a junior profile from 7500RM to 9000RM / month depending on experience.
- Yearly bonus based on one-month+ gross pay
- EPF employer voluntary contribution based on national requirements for non-citizens.
- 30 days of paid annual leave
- Work permit and visa taken care of if the applicant is hired from abroad.
- Scholarship benefits
- GHS and GTL insurance scheme with a yearly fixed coverage of common medical expenses.

Signature of the applicant

Signature of the Management