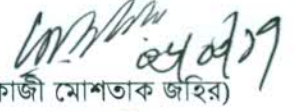


গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
তথ্য মন্ত্রণালয়  
প্রশাসন-৪ অধিশাখা  
বাংলাদেশ সচিবালয়, ঢাকা।  
[www.moi.gov.bd](http://www.moi.gov.bd)

**বিষয়ঃ Recruitment Notice for the Post of Programme Manager/Broadcasting Engineer (Television) সংক্রান্ত।**

উপর্যুক্ত বিষয়ে Asia-Pacific Institute for Broadcasting Development-AIBD হতে প্রাপ্ত বিজ্ঞপ্তিটি মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের নিমিত্ত নির্দেশক্রমে এসাথে প্রেরণ করা হলো।

  
(কাজী মোশতাক জহির)  
উপ-সচিব  
ফোনঃ ৯৫৬৭১০১  
[admin4@moi.gov.bd](mailto:admin4@moi.gov.bd)

✓ সিস্টেম এনালিস্ট, তথ্য মন্ত্রণালয়, ঢাকা।

ইউ.ও. নোট নং- ১৫.০০.০০০০.০১৮.২৫.০০৯.১৫-১০৪

তারিখ: ০৬-০৩-২০১৭খ্রি:



# Asia-Pacific Institute for Broadcasting Development

Postal Address : P O Box 12066, 50766 Kuala Lumpur, Malaysia  
Street Address : 2nd Floor, Old IPPTAR Building, Angkasapuri, 50614

ডায়েরি নং	৯২৭	তারিখ:	২
<input type="radio"/> অতিরিক্ত সচিব			
<input type="radio"/> অতিরিক্ত সচিব (প্রশাসন)			
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<input type="radio"/> অতিরিক্ত সচিব (সংস্কার)			
<input checked="" type="radio"/> সচিব			

Phone : (603) 22823719 / 22824618 / 22827192  
Fax : (603) 22822761

E-mail : admin@aibd.org.my  
E-mail : devbroad@aibd.org.my  
Website : www.aibd.org.my

Your Ref:

Our Ref: ISO-D-HR-01-05

31 January 2017

Hon. Mr Martuza Ahmed  
Information Secretary  
Ministry of Information  
Building No.4, Room-823  
Bangladesh Secretariat  
Dhaka - 1000, Bangladesh

Dear Mr Ahmed,

## RECRUITMENT NOTICE FOR THE POST OF PROGRAMME MANAGER / BROADCASTING ENGINEER (TELEVISION)

The Asia-Pacific Institute for Broadcasting Development (AIBD) is hereby advertising the post of **Programme Manager / Broadcasting Engineer (Television)**.

We enclose herewith the **Recruitment Notice** for the said position. AIBD is inviting applications for the above position from its member countries, affiliates and partners.

We would be grateful if you could kindly have the Recruitment Notice **published through your website, publication or any other similar outlet**, so that it gets the desired exposure.

Applicants can send their applications together with the required documents directly to AIBD. The closing date for receipt of applications is **10 March 2017**.

We therefore seek your assistance and cooperation in taking the appropriate steps as soon as possible to ensure that potential candidates have ample time to submit their applications.

Thank you.

Yours sincerely,

Chang Jin  
Director, AIBD

উপস্থাপিত  
তারিখ: ২৪/০২/২০১৭



## **RECRUITMENT NOTICE**

The Asia-Pacific Institute for Broadcasting Development (AIBD), a Regional Inter-Governmental Institution hosted by the respected Malaysian government with headquarters in Kuala Lumpur, invites applications from suitably qualified candidates for the below mentioned position for a period of three (3) years: -

### **PROGRAMME MANAGER / BROADCASTING ENGINEER (TELEVISION)**

#### ***Qualifications***

- University Degrees in appropriate subjects such as Broadcasting Technology, Telecommunications, Electronics or a related subject, preferably in television;
- Minimum 5 years working experience as an engineer in the broadcasting industry;
- Skills and experience in conducting and organising technical training and consultancy activities, and a thorough understanding of computer languages;
- Good command of both written and spoken English;
- Good analytical, organisational, interpersonal communication and personnel management skills. A motivated team player who can work independently.

#### ***Responsibilities***

- Develop and design programmes in line with the AIBD vision, mission and sets of objectives;
- Investigate and assess development needs of member countries;
- Identify and assemble qualified Resource Persons for technical training and consultancy activities;
- Prepare cost estimates, exercise budgetary control and identify and negotiate with possible funding sources;
- Develop and supervise curricula for the activities and review and evaluate their effectiveness;
- Train technicians and engineers of broadcasting institutions in various fields of modern broadcasting technology;
- Advise and support AIBD members in their efforts to upgrade and modernize their technologies;
- Manage and maintain AIBD's technical training facilities and oversee the IT infrastructure;
- To carry out any other additional duties as assigned by the office of the Director.

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### **Salary and Fringe Benefits**

The monthly salary would be in the range of US\$1,600 and US\$2,200 depending on the qualifications and experience. Expatriate staff will be exempted from the payment of income tax. Expatriate staff will also be eligible for:

- Housing Allowance of US\$650 per month;
- One month bonus for each completed year of service;
- Exemption from the payment of duties for purchase of one car within *6 months* from the date of arrival in Malaysia;
- Group Insurance policy;
- Annual Leave of 25 days.

All other fringe benefits are as stated in the AIBD Manual of Office Procedure.

- **Closing date** for applications – **10 March 2017.**

#### **Procedures Required for Applications:**

Applications by post must reach the AIBD at the following address:

The Director  
Asia-Pacific Institute for Broadcasting Development  
P O Box 12066  
50766 Kuala Lumpur, Malaysia

Applications can also be sent by e-mail to: [admin@aibd.org.my](mailto:admin@aibd.org.my)

Applications must be accompanied by:

- Curriculum Vitae with copies of the **latest degree/s.**
- A passport size photograph taken within the last six months.
- The number of dependants and details of dependants who will reside in Kuala Lumpur if the applicant is appointed.
- Letters of recommendation, if any, may be included with the application.

The envelope containing the application must state the position applied for. **All applications received after the closing date will be automatically rejected. Only short listed candidates will be called for interviews.**

Should you require further information, please contact AIBD at:

E-mail : [amar@aibd.org.my](mailto:amar@aibd.org.my)  
Phone : (60-3) 22824618 / 22827192  
Fax : (60-3) 22822761