

## **NATIONAL PROJECT EXECUTIVE (EDUCATION)**

Teaching and Learning Modules & Training Programme  
on Community-Based Learning (CBL)

### **Job Description**

#### Background

This position is under the direct supervision of the Senior Manager and advisory of the Committee Members of Arts-ED. The incumbent will be primarily responsible for managing the development of teaching and learning modules for formal and informal educators, as well as disseminating the organisation's core methodology on Community-Based Learning (CBL) through the development of training and outreach programmes at the national level. Stakeholders include the Ministry of Education, schools and educational institutions.

The National Project Executive (Education) will also be responsible for managing Arts-ED's ongoing work programmes which are related to the above mentioned primary responsibility, focussing on community-based arts and culture education in urban communities. The programme's focus is centred on the theme of arts, culture and heritage while utilising creative educational approaches that encourages learning around real issues.

This is a full time position for a contractual period of 18 months.

#### Duties and Responsibilities

1. Ensure successful project implementation by providing technical, administrative and programmatic inputs, which aligns with Arts-ED's vision and mission.
2. Provide quality control of project management phases, which consists of overall project planning; situational analysis; budgeting; financial implication; monitoring; evaluation and reporting to project teams and partners; making sure results are timely and delivered in accordance with work plan, Arts-ED vision and mission, partner or funder's requirements and, rules and regulations.
3. Ensure effective provision of technical advice to support the development and preparation of knowledge products (content development), while considering innovative and alternative approaches for coordination, problem identification and problem resolution.
4. Establish close relationships and coordinate with stakeholders, implementing partners and other relevant stakeholders in the design, implementation, monitoring and evaluation of the project initiatives/activities.
5. Assist in reviewing, analysing and providing inputs on relevant policies, development plans, programmes, legislations, reports and any information that are significant for the implementation of the project. This includes, but is not limited to, understanding the national school system.
6. Contribute to the monitoring and evaluation framework to achieve results-based project management.
7. Monitor and manage project risks and apply adaptive management.

8. Undertake other special assignments, ad-hoc functions and related duties as and when required.

### **Competencies**

*(Corporate, Delivery, Leadership, Innovation, Communication)*

- Ability to ensure projects and planning are consistent with Arts-ED's vision and mission.
- Ability to complete assignments with sound judgement and in accordance with the timeline.
- Ability to ensure high performance through independent thinking and action.
- Ability to synthesise and effectively share information for better communication.
- Ability to demonstrate problem-solving and conflict resolution skills, stakeholder management and work coordination.
- Ability to generate new and alternative ideas.
- Ability to display cultural, gender, religious, race and age sensitivity and adaptability.

### **Required Qualifications and Skills**

#### Education

Higher learning degree in social sciences, education, development studies, economics or a related field.

#### Experience

Preferably a minimum of 3 years' relevant experience at national and/or international level in project management and implementation. Technical advice on community-based arts and culture education are desirable.

#### Nationality

Malaysian citizen or an individual with adequate local knowledge and good command/understanding of Bahasa Malaysia.

#### Language

Fluent in written and oral English and Bahasa Malaysia. Familiarity with other local languages is an advantage.

#### Technology

Microsoft Office Applications (Eg: Word, Excel), Google Workspace Applications (Eg: Docs, Slides) and any relevant software.

#### Travel

On-the-job location is in Penang. Official travel within Malaysia is expected while performing the functions of this position.

## **Expected Salary**

Commensurate with relevant working experience.

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## **To Apply**

Interested candidates should submit an updated CV to [artsed.ops@gmail.com](mailto:artsed.ops@gmail.com) **by 28th April 2023 (11.59 pm, MYT)**. A cover letter is optional.

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## **Community-based Arts & Culture Education**

Arts-ED is a non-profit organisation based in Penang, Malaysia, since 2000 which specialises in innovative community-based arts and culture education for young people and adult communities. The work of ARTS-ED is focused on empowering communities to develop awareness of their cultural assets through mapping, documentation, promotion and celebration of culture.

Arts-ED provides non-formal arts and culture education programmes for young people, conducts research-type services in cultural mapping and community consultation, produces cultural events and publishes culture-related educational materials. Arts-ED works in collaboration with institutions, arts educators, artists, and community activists to promote culture education at the local and regional level.

Website: [www.arts-ed.my](http://www.arts-ed.my)

Facebook: <https://www.facebook.com/artsedpenang>