



DEWAN FILHARMONIK PETRONAS
KUALA LUMPUR, MALAYSIA

Manager (Digitalization)

Department: Communications & Creative Services

Location: Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur City Center

Requirements:

- Recognized degree, preferable in graphic design, fine art, advertising, human science (communication, digital media) or related disciplines
- Minimum 5 - 7 years' working experience in creative process, graphic design, or related areas
- Knowledge in production and creative software
- Experience in using analytic software
- Knowledge in digital marketing
- Disciplined in project and time management
- Excellent leadership, communication, interpersonal, problem solving, and analytical skills

Job Purpose:

The Manager, Digitalization is pivotal in maximising revenue through strategic exploitation of digital platforms, ensuring the organisation is at the forefront of digital broadcasting innovation. This role is responsible for overseeing a team to optimise content for digital consumption, including streaming, concert recordings, and video on demand (VOD) services, to expand the organisation's global reach and enhance its cultural impact.

Key Accountabilities:

1. Content Development
 - Manage the scheduling, distribution, and archiving of digital content to ensure consistent availability and preservation.
2. Strategy and Plans
 - Implement strategies to broaden global viewership and extend the organization's cultural reach beyond the confines of the physical venue.
3. Project and Team Coordination
 - Lead the Digital and Broadcasting division to maximize revenue through digital platforms, ensuring high-quality audio-visual content production for competitive digital presence.
4. Budget Management
 - Deliver all digital content activities / projects within the agreed budget.
5. Digital Management
 - Manage all digital platforms channels to ensure information is updated accurately and on a timely basis.

6. Research and Analysis
 - Develop and manage market research activities to identify feedback and sentiments by setting measurement parameters to ensure and assess campaign effectiveness to provide logical insights and actionable recommendations to the management.
7. Contract Management
 - Plan the maintenance and monitoring of proper records of existing and new contracts (expenditure against approved contract value and change orders/variation orders/requisition) as to ensure compliance to the contract terms and conditions, agreed schedule, quality and HSE standards and cost.
8. Other Duties as Assigned by the Company
 - Plan and execute all other duties as assigned by the company.

Generic Accountabilities:

1. Networking and Relationship Building
 - Foster and sustain effective working relationships and rapport with the government authorities, business and management institutions, national and key industry players and service providers in order to keep abreast with latest development in the relevant markets and capitalize on insider status and strategic alliances to capture opportunities for new business ventures and enhance public confidence in the company business solutions, products and services.
2. Good Governance
 - Enforce the implementation of applicable procedures and guidelines and affect the compliance to statutory and legislative requirements in order to ensure conformance to the established Limits of Authority (LOA), policies and government regulations to safeguard company and shareholders' interest, image and reputation.
3. Mindset, Behavior & Culture
 - Develop and implement distinctive mindset, behavior and culture within the working team to achieve high work performance by adopting and implementing value interventions, tools and methodologies to promote and instill high sense of commitment, ownership, integrity and loyalty that will contribute to operational excellence.
4. Leadership & Capability Development
 - Drive the development of competent working team that will enhance and sustain staff capabilities in achieving high performance delivery to ensure internalization of the right leadership and capabilities in executing their jobs.
5. HSE Policies and Code of Conduct
 - Communicate, interpret, and champion the execution of the objectives and provisions of the Health, Safety and Environment (HSE) policies and Codes of Conduct and Business Ethics (COBE) within the working team and undertake appropriate mitigation and/or intervention programs.

Interested candidates are invited to submit a complete CV stating personal particulars, employment history, qualifications and current salary together with a passport sized photograph.

Please direct your applications via email to the following:

Human Resource & Administration of Finance & Corporate Services Department

DEWAN FILHARMONIK PETRONAS

Level 2, Tower 2

PETRONAS Twin Towers

Kuala Lumpur City Centre

50088 Kuala Lumpur.

Malaysia.

Email: career@dfp.com.my

- Only shortlisted candidates will be notified.
- All applications will be treated in the strictest confidence.
- **Closing Date: 15 July 2024**