



DEWAN FILHARMONIK PETRONAS  
KUALA LUMPUR, MALAYSIA

## ***Executive (Communications Management)***

Department: Communications & Creative Services

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

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### **Requirements:**

- Degree preferably in communications, public relations or any related discipline
- Knowledge on digital and traditional media, brand communication
- Minimum 1-3 years working experience
- Ability to build relationship with key people or organizations
- Excellent interpersonal, critical thinking, problem solving, and analytical skills
- Excellent written and verbal communication skills in English and Bahasa Malaysia
- Possess good project and time management skills

### **Job Purpose:**

Plan, develop and implement all internal and external communications, ensuring its message is consistent and engaging, include preparing detailed media reports, press releases, and marketing materials.

### **Key Accountabilities:**

1. Brand and Communication Development and Strategy
  - Lead the development and design of domestic and international brand strategies and plans to drive short, medium, and long-term brand aspirations by defining the desired positioning through intensive stakeholder syndication and engagement, understanding best practices, market and industry trends to ensure buy-in and in accordance to brand aspirations and targets.
2. Partnership and Collaboration Programmes
  - Execute strategic partnerships with organizations for joint promotion in order to strengthen company's brand name and generate awareness.
3. Media Engagement
  - Plan, strategize and implement media relations/publicity activities and build rapport with the media in order to create awareness and publicity on all events, at the same time project positive image of the company.
4. 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.
5. Contract Management

- Maintain and monitor 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.

6. 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:

**Executive (Human Resource & Administration),  
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](mailto:career@dfp.com.my)

- Only shortlisted candidates will be notified.
- All applications will be treated in the strictest confidence.
- Closing Date: **30 September 2024**