

ডাইরি/ওয়েবসাইটে আপলোডের ব্যবস্থা নিন	
স্টেশন প্রকৌশলী	
উপস্টেশন প্রকৌশলী	
সহকারী বেতার প্রকৌশলী	
রেডিও টেকনিশিয়ান	

Handwritten signature and date: 24/01/24



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
লিয়াজেঁ ও শ্রোতা গবেষণা অনুবিভাগ
বাংলাদেশ বেতার
সদর দপ্তর
৩১/১, সৈয়দ মাহবুব মোর্শেদ সরণি
শের-ই-বাংলা নগর, আগারগাঁও, ঢাকা-১২০৭।
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গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
সহকারী সচিব (প্রশাসনিক)
কেন্দ্রীয় তালিকা
জাতিসংঘ ভবন

স্মারক নম্বর: ১৫.৫৩.০০০০.০০০.০০৭.৩৪.০১৩৮.২২.১২

তারিখ: ১১ মাঘ ১৪৩২ বঙ্গাব্দ
২৫ জানুয়ারি ২০২৬ খ্রিস্টাব্দ

বিষয়: Asia-Pacific Broadcasting Union (ABU)-এর Head of ABU Media Academy পদে নিয়োগ সংক্রান্ত
বিজ্ঞপ্তি।

সূত্র: ABU থেকে ১৪/০১/২০২৬ তারিখে প্রাপ্ত ই-মেইল।

উপর্যুক্ত বিষয়ে Asia-Pacific Broadcasting Union (ABU)-এর Media Academy
Department-এর Head of ABU Media Academy পদে নিয়োগ সংক্রান্ত পত্রটি অবগতি ও প্রয়োজনীয়
কার্যার্থে এতদসঙ্গে প্রেরণ করা হলো।

সংযুক্তি: যথাবর্ণিত।

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২৫-০১-২০২৬
শ্যামল চৌধুরী
পরিচালক

স্মারক নম্বর: ১৫.৫৩.০০০০.০০০.০০৭.৩৪.০১৩৮.২২.১২/১ (১৭)

তারিখ: ১১ মাঘ ১৪৩২ বঙ্গাব্দ
২৫ জানুয়ারি ২০২৬ খ্রিস্টাব্দ

সদয় জ্ঞাতার্থে/জ্ঞাতার্থে (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। অতিরিক্ত মহাপরিচালক (অনুষ্ঠান) / অতিরিক্ত মহাপরিচালক (বার্তা)/ প্রধান প্রকৌশলী, বাংলাদেশ বেতার, সদর দপ্তর, ঢাকা।
- ২। উপমহাপরিচালক (অনুষ্ঠান ১/২), বাংলাদেশ বেতার, সদর দপ্তর, ঢাকা।
- ৩। উপমহাপরিচালক (বার্তা), বাংলাদেশ বেতার, সদর দপ্তর, ঢাকা।

- ৪। অতিরিক্ত প্রধান প্রকৌশলী, সংরক্ষণ ও সরঞ্জাম/কারিগরী কার্য/কবিরপুর/মহাশক্তি প্রেরণ কেন্দ্র, বাংলাদেশ বেতার।
- ৫। পরিচালক (প্রশাসন ও অর্থ), বাংলাদেশ বেতার, সদর দপ্তর, ঢাকা।
- ৬। পরিচালক, অনুষ্ঠান/ সদর দপ্তর/ লিয়াজেঁ ও শ্রোতা গবেষণা অনুবিভাগ/শিক্ষা/সংগীত/কৃষি বিষয়ক কার্যক্রম/জনসংখ্যা, স্বাস্থ্য ও পুষ্টি সেল/বাণিজ্যিক কার্যক্রম/ট্রান্সক্রিপশন সার্ভিস/বহির্বিষয় কার্যক্রম/ট্রাফিক সম্প্রচার কার্যক্রম/বাংলাদেশ বেতার, ঢাকা/চট্টগ্রাম।
- ৭। পরিচালক, কেন্দ্রীয় বার্তা সংস্থা/মনিটরিং পরিদপ্তর, বাংলাদেশ বেতার, ঢাকা।
- ৮। আবাসিক প্রকৌশলী, বাংলাদেশ বেতার, উচ্চশক্তি প্রেরণ কেন্দ্র-১/২, সাভার, ঢাকা/বাংলাদেশ বেতার, নওয়াপাড়া যশোর/কালুরঘাট, চট্টগ্রাম/কাহালু, বগুড়া।
- ৯। সিনিয়র প্রকৌশলী, বাংলাদেশ বেতার, ঢাকা/জাতীয় বেতার ভবন/আগ্রাবাদ, চট্টগ্রাম/ পরিকল্পনা শাখা/সংরক্ষণ অনুবিভাগ/গবেষণা ও গ্রহণ কেন্দ্র (পত্রটি ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ১০। আঞ্চলিক পরিচালক, রাজশাহী/রংপুর/সিলেট/খুলনা/বরিশাল/ঠাকুরগাঁও/রাঙামাটি/কুমিল্লা/বান্দরবান/কক্সবাজার/বেতার প্রকাশনা দপ্তর/গোপালগঞ্জ/ময়মনসিংহ।
- ১১। আঞ্চলিক প্রকৌশলী, রাজশাহী/রংপুর/সিলেট/খুলনা/বরিশাল/ঠাকুরগাঁও/রাঙামাটি/কুমিল্লা/বান্দরবান/কক্সবাজার/গোপালগঞ্জ/ময়মনসিংহ।
- ১২। স্টেশন প্রকৌশলী, মনিটরিং পরিদপ্তর/ট্রান্সক্রিপশন সার্ভিস, বাংলাদেশ বেতার, ঢাকা,।
- ১৩। আঞ্চলিক বার্তা নিয়ন্ত্রক, বাংলাদেশ বেতার, চট্টগ্রাম/রাজশাহী/সিলেট/রংপুর/খুলনা/কুমিল্লা।
- ১৪। উপ-বার্তা নিয়ন্ত্রক, বাংলাদেশ বেতার, বরিশাল/ঠাকুরগাঁও/কক্সবাজার/বান্দরবান/রাঙামাটি/গোপালগঞ্জ/ময়মনসিংহ।
- ১৫। উপ-আঞ্চলিক প্রকৌশলী, বাংলাদেশ বেতার, কেন্দ্রীয় ভান্ডার, পাহাড়তলী, চট্টগ্রাম।
- ১৬। স্টাফ অফিসার (সংযুক্ত), মহাপরিচালক এর দপ্তর, বাংলাদেশ বেতার, সদর দপ্তর, ঢাকা (মহাপরিচালক মহোদয়ের সদয় অবগতিকল্পে)।
- ১৭। নথি,।



[Signature]

২৫-০১-২০২৬
শ্যামল চৌধুরী
পরিচালক

নিরাপত্তা ও শ্রোতা পরিষদ অনুবিভাগ বাংলাদেশ বেতার	
তারিখ: ১৪/০১/২০২৬	
✓	
স্বাক্ষর: [Signature]	
নথীকরণ:	
পাও:	
উচ্চমান সহকারী	

Subject: Advertisement: Head of ABU Media Academy, Media Academy Department

From: ABU Info <info@abu.org.my>

To: ABU HR <hr@abu.org.my>

Cc: Ahmed Nadeem <nadeem@abu.org.my>, Suriani Md Mustaffa <suriani@abu.org.my>

Date: Wednesday January 14, 2026 12:18:19 PM

Dear colleagues,

Advertisement: Head of ABU Media Academy, Media Academy Department

[Click here to view more details](#)

The **ABU** is seeking to recruit a high-calibre professional for the position of **Head, ABU Media Academy, Media Academy Department** based at the ABU headquarters in **Kuala Lumpur**.

The Head, ABU Media Academy reports directly to the ABU Secretary-General and is responsible for developing and leading strategic training initiatives that enhance the skills and capabilities of ABU members across broadcasting, technology, and media.

POSITION DESCRIPTION (attached)

Please refer to the attached **Job Description** for more details including the required qualifications and the responsibilities and duties for the position.

APPLICATIONS

Your application should accompany the following:

1. Detailed CV listing the work history and academic qualifications including two referees.
2. Cover letter (maximum 1200 words) outlining why the candidate believes they can successfully fill this role.
3. Copies of Educational/Academic certificates and other documents to support your application.
4. Recent photograph (passport size, not older than six months from application date).

Please note that only shortlisted candidates will be notified via email.

We would be grateful if you could kindly assist by sharing this opportunity within your networks or with any suitable candidates who may be interested. All applications should be sent to [@ABU HR](#)

The deadline for application is 11 February 2026.

Thank you.

Best regards,

Ahmed Nadeem
Secretary-General, ABU

Attachments
Head, ABU Media Academy - detailed version (1).pdf (162 kB)

**Head of ABU Media Academy****Position Summary**

Position Title : Head of ABU Media Academy
Tenure Status : Contract Appointment
Department : Media Academy Department
Location : Based at the ABU Secretariat in Kuala Lumpur

About the ABU

The Asia-Pacific Broadcasting Union (ABU) is an international organisation with a mandate to assist the development of broadcasting in the region. The Union was established in 1964 as a not-for-profit, non-government, non-political, professional association and promotes the collective interests of television and TV broadcasters as well as key industry players and facilitate regional and international media co-operation. It has over 200 members located in more than 60 countries around the world and services these members from the Secretariat, based in the Angkasapuri compound in Kuala Lumpur.

The Secretariat has some 35 staff led by senior experts in the fields of technology, programming, news and sports broadcasting development.

Job Summary

The Head of ABU Media Academy is responsible for developing and leading strategic training initiatives that strengthen the skills and capabilities of ABU Members across management, content production, news, sports, technology, and innovation. The role is responsible for developing and executing the Academy's strategy, designing high-quality training programmes, and ensuring that ABU members across the Asia-Pacific region have access to innovative, relevant, and practical learning opportunities. Working closely with ABU departments, member organisations, and international partners, the Head oversees the creation of blended learning modules, manages e-learning platforms, and leads a dedicated training team. This position requires an experienced media and education professional capable of designing, implementing, and evaluating comprehensive training programmes in both online and face-to-face formats, fully aligned with the ABU's Training Action Plan. The incumbent will oversee programme development, budgeting, and operational management; collaborate with experts, universities, and vendors; and ensure that all learning experiences are high-quality, innovative, and cost-effective. Responsibilities also include managing trainee and resource databases, creating certification pathways, monitoring advancements in e-learning, and maintaining a dedicated ABU Online Academy platform to support effective training delivery and outreach. This position plays a key role in advancing professional development in broadcasting, supporting digital transformation, and strengthening the skills and resilience of ABU members.

Reporting Relationships

Reports to : Secretary-General
Leads : Programme Manager
: Team Assistant(s)

Functional Relationships : Directors of other departments and Heads of other functional units within the organisation.

For more information, please visit ABU's website www.abu.org.my

Responsibilities and Duties

The Head of ABU Media Academy is responsible for providing strategic leadership, operational oversight, and innovative direction to ensure the Academy fulfils its mandate of strengthening the capacity of ABU Members across all broadcasting disciplines. Key responsibilities include:

1. Strategic Planning

- Develop the overall strategy, policies, and long-term vision of the ABU Media Academy, ensuring full alignment with ABU's training objectives and the Union's broader strategic priorities.
- Identify emerging trends and future needs in media, journalism, technology, management, sports broadcasting, and content production to guide the Academy's evolution.

2. Programme Design & Innovation

- Ensure all Academy programmes incorporate cutting-edge innovation, global best practices, and industry-relevant skills, reflecting rapid shifts in the media landscape.
- Lead the design of the annual training programme, blending online, hybrid, and face-to-face learning to support the ABU Training Action Plan and address priority areas in News, Sports, Programming, and Technology & Innovation.

3. Cross-Departmental Coordination

- Collaborate closely with ABU Departments — Technology, Programming, News, Sports, and the Secretary-General's Office — to integrate their training needs, initiatives, and strategic priorities into Academy programming.
- Provide expert support for departmental capacity-building initiatives, workshops, regional projects, and specialised training requests.

4. Team Leadership & Management

- Establish and lead a dedicated ABU Media Academy team, ensuring effective management of trainers, coordinators, administrative staff, and external experts.
- Promote a culture of innovation, excellence, and continuous improvement in training methodologies and learning experiences.

5. Training Delivery & Partnerships

- Oversee the implementation of the Academy's annual activity plan by coordinating with the ABU Secretariat, member organisations, partner institutions, and subject-matter experts.
- Build and maintain strategic partnerships with universities, international organisations, broadcasters, and training institutes to enrich the Academy's offerings.

6. Curriculum & Module Development

- Supervise the creation, updating, and quality assurance of training curricula, modules, toolkits, and learning materials across all thematic areas.
- Manage the planning and scheduling of distance learning resources, ensuring that online courses, webinars, and e-learning platforms meet high pedagogical standards.

7. Monitoring, Evaluation & Reporting

- Ensure effective monitoring and evaluation of training programmes, gathering feedback and performance data to improve future activities.
- Prepare reports, proposals, and strategic recommendations to inform ABU leadership and guide future training development.

8. Advocacy & Representation

- Represent the ABU Media Academy at internal and external meetings, conferences, and partner engagements.
- Advocate for the importance of professional training, lifelong learning, and skills development across the Asia-Pacific broadcasting community.

9. Resource Mobilisation & Grants

- Write, develop, and submit grant applications and project proposals to secure funding for distance learning programmes, digital training initiatives, and capacity-building projects.

10. E-Learning Innovation & Development

- Monitor global developments and emerging technologies in e-learning, digital pedagogy, and remote training to enhance the Academy's reach and support ABU's educational and outreach goals.
- Recommend upgrades or new approaches that improve learning outcomes and accessibility for ABU members.

11. Technical & Logistical Support

- Provide technical and logistical assistance to users of e-learning systems, including virtual classrooms, digital platforms, training equipment, websites, and relevant online services.
- Ensure smooth operation of all digital training tools and troubleshoot issues promptly.

12. Digital Presence & Online Academy Management

- Create, manage, and maintain a dedicated ABU Online Academy website, ensuring it effectively supports the annual programme.
- Communicate key technical, educational, and marketing information about e-learning activities through appropriate digital channels and media.

13. Other Duties

- Undertake any additional tasks assigned by ABU Secretary-General, ensuring alignment with the overall mission and strategic priorities of the ABU Media Academy.

Qualifications

Mandatory

1. Education

- A Master's degree in Media, Journalism, Communication, Education, Digital Learning, Broadcast Management, or a related field.
- A Bachelor's degree with extensive professional experience may be considered.

2. Professional Experience

- At least 10 years of progressive experience in broadcasting, media training, journalism, digital learning, or capacity-building roles.
- Proven experience in designing and delivering training programmes, preferably within media organisations or international institutions.
- Demonstrated track record in managing teams, developing strategic plans, and executing multi-stakeholder projects.
- Experience working with international partners, regional organisations, or donor-funded projects is highly desirable.

3. Technical Skills

- Strong understanding of broadcasting operations, including news, programming, sports, and technology.
- Familiarity with digital learning platforms, e-learning tools, and online training methodologies.
- Knowledge of emerging trends in AI, digital transformation, media innovation, and newsroom technologies.
- Ability to develop and manage training curricula, toolkits, and blended learning models.
- Strong writing skills for training materials, reports, proposals, and grant applications.

4. Leadership & Management Competencies

- Demonstrated ability to provide strategic leadership, inspire teams, and manage diverse training initiatives.
- Excellent organizational, planning, and project management skills.
- Ability to build and maintain partnerships with broadcasters, experts, academic institutions, and international agencies.
- Capacity to work under pressure, manage multiple deadlines, and adapt to evolving priorities.

5. Communication & Interpersonal Skills

- Strong presentation and facilitation skills; able to train professionals from different backgrounds and skill levels.
- Excellent written and verbal communication in English; additional languages from the Asia-Pacific region are an advantage.
- Ability to work in a multicultural environment with diplomacy, respect, and sensitivity.

Personal Skills

- High standard of English language, both spoken and written.
- Ability to organise and prioritise work and complete tasks under tight deadlines.
- Resourceful and able to work independently with initiative and good judgment.
- Ability to work collaboratively in a multi-cultural organisation with international staff.
- Professional presence and appearance to interact easily with ABU members and peers at all levels within the organisation.

- Creative, proactive, and detail-oriented professional.
- Strong sense of responsibility, ethics, and teamwork.
- Passionate about media's role in education, social progress, and climate action.
- Innovative mindset with commitment to public service values and sustainable communication.
- Creative, proactive, and detail-oriented professional.
- Strong sense of responsibility, ethics, and teamwork.
- Passionate about media's role in education, social progress, and climate action.

Applications

You application should accompany the following:

1. Completed Job Application Form.
2. Detailed CV listing the work history and academic qualifications including two referees.
3. Cover letter (maximum 1200 words) outlining why the candidate believes they can successfully fill this role.
4. Copies of Educational/Academic certificates and other documents to support your application.
5. Recent photograph (passport size, not older than six months from application date).

Please note that only shortlisted candidates will be notified via email.

*The deadline for applications is **11 February 2026**, and should be sent via email to the Human Resource Department at: hr@abu.org.my*