



JOB VACANCY EXECUTIVE SECRETARY

The Boys' Brigade in Malaysia (BBM) is committed to life coaching young people by providing positive Christian role models to lead fun filled, creative weekly activities within a balanced programme that is both skills and values based, to maturing into rich moral characters.

We're currently looking for a suitable person who is mission minded to assist the Executive Council, to lead our long established, progressive, uniformed organization, as it adapts to meet the needs of young people in today's churches and community sectors.

The individual will be empowered to overseeing the implementation of our ministry plan and yet expanding our established organization to various church denominations. This salaried position of the EXECUTIVE SECRETARY is on a full time basis and will be based at our Head Office in Petaling Jaya.

He will be reporting to the National Executive and will assist in the overall operations, planning and implementation of BBM activities & events.

The candidate, Male or Female should have the following:-

- Possess a minimum Basic Degree in Social Skills or Mass Communications. Relevant experience may also apply.
- Possess good team leadership, communication, planning and interpersonal skills
- Proficiency in English (Additionally competency in Chinese language will be an asset)
- Computer literate
- Preferably with experience in a NGO or uniformed organization
- Age should be 30 & above

We offer a good remuneration package with other benefits which will be informed during the course of interviews.

Interested candidates can forward their resumes (+ recent photo & mark "ES") to the Vice-President by **31st October 2009**:-

THE BOYS' BRIGADE IN MALAYSIA
No. 5 Jalan Anak Gasing 6/5
46000 Petaling Jaya
Selangor Darul Ehsan

OR fax your application to 03 77844323 OR email to lingling@bbmalaysia.org