

# WE ARE **HIRING**

## SPEECH WRITER (GRADE 9)



Malaysian Investment Development Authority (MIDA) is the Government's principal promotion and development agency under the Ministry of International Trade and Industry (MITI) to oversee and drive investments into the manufacturing and services sectors in Malaysia.

Headquartered in Kuala Lumpur Sentral, MIDA has 21 overseas offices and 12 state offices to facilitate the promotion of foreign and domestic investments.

Our primary function is to assist investors and companies in the manufacturing and services sectors as well as to facilitate the implementation of their projects.

Among the wide range of services offered includes providing information on business and investment opportunities, evaluation of investment projects proposals and facilitating companies looking for joint venture partners.

MIDA continues to be the strategic partner to businesses in seizing the opportunities arising from the technology revolution of this era.

### Requirements

- Malaysian citizen.
- Sijil Pelajaran Malaysia (SPM) holder with a credit in Bahasa Malaysia.
- A bachelor's degree in journalism, English, literature, communications, creative writing, or a similar discipline.
- Extensive experience in a similar role.
- Excellent research and analytical skills.
- Experience handling a press conference.
- Excellent written and verbal communication skills especially in English language.
- Ability to think both creatively and strategically.
- Deadline-oriented, inquisitive with excellent follow-up and reporting skills.
- The ability to remain resilient and complete multiple revisions if needed.
- Excellent attention to detail.
- Responds well under pressure with a strict time limit.
- Quick and enthusiastic learner.



SCAN ME

### Speech Writer Job Description

MIDA is seeking to hire a skillful Speech Writer to craft speeches and PR contents for the organisation.

The speech writer's responsibilities include preparing speeches suited to the audience and platform, completing revisions according to speakers' feedback, and meeting all deadlines. You should be able to analyse the voice and tone of the speaker and prepare a speech best suited to them.

To be successful as a speech writer, you should be detail-orientated and have excellent research skills. Outstanding candidates are aware of language subtleties and always craft their speeches with the audience in mind. It is compulsory that you have excellent written and verbal communication skills. Previous experiences in handling press conferences and writing press invites are also an advantage.

Responsibilities, include:

- Studying the organisation's objectives and promotional policies and strategies that influence public opinion and promote ideas and narratives on organisation and the country's value propositions.
- Understanding written briefs and meeting with speakers to discuss the specifics of the speech, which may include structure, points of emphasis, appropriate humor, content, and overall style.
- Conducting research from reliable and trusted sources to obtain interesting facts and statistics that can be used in the speech.
- Submitting the speech outline and subsequent drafts for approval.
- Ensuring that the speech is conversational and that the objectives will be clear to the audience.
- Double-checking that the speech is in a suitable format to be read off cue cards or a teleprompter.
- Ensuring the speaker is aware of how to incorporate visual aids or props into their speech.
- Implementing client feedback and completing any edits to the speech as soon as possible.
- Responding to requests for information release or press conference from the media or designating a spokesperson or source of information.
- Establishing and maintaining relationships with internal and external stakeholders relevant to speech writing.
- Writing speeches, press releases and other media communications to promote organisation.

Applications with an updated CV can be forwarded to [ejawatan@mida.gov.my](mailto:ejawatan@mida.gov.my). Applicants are also required to register the application through MIDA's recruitment portal at [e-jawatan.mida.gov.my/ePendaftaran](http://e-jawatan.mida.gov.my/ePendaftaran), which is also accessible through MIDA website.

Application Deadline: 15 December 2022