

GOETHE-INSTITUT MALAYSIA

Programme, Library & Communications Coordinator

Full-time · Kuala Lumpur



The Goethe-Institut is a non-profit organisation dedicated to international cultural exchange. With 154 institutes in over 100 countries, we are the world's leading provider of German language courses and cultural programmes. We are seeking a proactive and self-motivated professional to develop partnerships and deliver cultural and educational projects across Malaysia. The role connects programmes, library services, and communications, while enhancing the library's visibility and expanding its outreach beyond Kuala Lumpur.

YOUR ROLE

- Coordinate small and medium-sized cultural and educational programmes
- Build and maintain relationships with civil society organisations and other partners across Malaysia
- Develop new collaborative projects, including literary events, German Book Corners, media formats and experimental programme ideas
- Strengthen the programmatic visibility of the library and develop outreach activities beyond Kuala Lumpur
- Work closely with communications on media-related programmes and digital programme communications
- Take responsibility for project planning, implementation, partner coordination and reliable delivery
- Support accessible formats that connect cultural, social, educational and information-related topics

YOUR PROFILE

- University degree or equivalent qualification, preferably in cultural management, the humanities or social sciences, or a related field
- Initial practical experience coordinating cultural, educational, media or civil society projects
- Interest in social and cultural issues and enthusiasm for accessible, sometimes unconventional programme formats
- Ability to establish partnerships, maintain collaborations and deliver projects reliably
- Independent, structured and pragmatic working style, with willingness to take responsibility for smaller projects
- Excellent English and good Bahasa Malaysia, written and spoken
- Strong communication skills and confidence working with different audiences and institutions
- Willingness to travel within Malaysia and strong interest in regional outreach
- Good digital skills and strong interest in implementing AI-powered automation
- Experience with social media or digital programme communications is an advantage
- German is an advantage; willingness to learn or further develop existing skills is expected
- Malaysian citizenship or permanent residency in Malaysia

WHAT WE OFFER

Full-time employment with an attractive salary starting at minimum of RM 4,358.00	Annual leave and public holidays above statutory requirements
Employer EPF contribution of 12%	Professional growth within an international cultural institution

Apply now · Deadline: 15 October 2026
Submit CV and cover letter to: admin-kl@goethe.de (Michelle Wong)