



Curious  
MIND

**We are Hiring!**

Program Manager / Project Lead / Project Assistant



## Overall Roles & Requirements for All 3 job functions

### Primary Responsibilities:

- Manage, promote and coordinate with key stakeholders which includes sponsors, speakers, students, venues and institutions for the smooth operation of our training programs and conferences.

### Secondary Responsibilities:

- Depending on interest, skills and subject matter expertise, candidate may be invited to be part of the speaking team. Adequate training on the job will be provided to uphold standards.
- Program day execution - event set up, registration and necessary support to ensure training event / program runs smoothly.
- Social Media Support - Pre and Post Event reporting on Social Media and coordinating media release with the press.

*We are currently recruiting one or more of the 3 positions to support our projects, and are offering different compensation packages according to experience and qualifications of the candidate.*

*The tasks required for this personnels are outlined above. However, the level of commitment and expectations varies according to the seniority of each position. While sales is not the primary responsibility, commission will be provided to motivate referrals and the acquisition of new businesses.*



# Expectations

## Program Manager (\$1,500 - \$2,000 + Commission)

- **Responsibilities**

- Will be held responsible for the success of our projects.
- Will assist in the strategic growth of the business.
- Will lead, support and provide necessary training and expansion of the team.

- **Requirements**

- Above 3 years of working experience
- Have existing experience in the conference, event & training industry or equivalent.
- Ability to lead a team to put together an event independently from end to end.
- Have an established network to help expand the business.
- Public speaking skills will be advantageous, but not mandatory.

## Project Lead (\$1,000 - \$1,500 + Commission)

- **Responsibilities**

- Will fast track into being able to execute each project independently.
- Will work towards the job scope of project manager by proving themselves.

- **Requirements**

- 1-3 year of working experience in any field
- Track record in the ability to work independently, solve problems and excel in projects.

## Project Assistant (\$500 up + Commission)

- **Responsibilities**

- Will learn on the job to fast track into a project lead and beyond.
- Will provide assistance in the preparation and execution of our projects.

- **Requirements**

- Experience in coordinating events in university or are part of the student council will be advantageous.
- Ability to figure things out, learn fast and take accountability for mistakes and failures.

# Qualifications & Requirements

## Qualifications

- Our minimum requirement of academic qualification for this role is a Degree holder (open to consider if you are able to convince us otherwise).
- It is a given that you are well versed in Words, Excel, Canva and are able to utilize the major social media platforms for communications.
- We also expect that you are able to move independently without any assistance, ie posses a car and a driver license.

## Our ideal candidates possess the following characteristics:

- You are looking for a long term career to grow together with the organisation.
- You are a growth oriented person. ie:
  - You are an avid listener of podcasts and read a lot
  - You have frequently attended conferences and workshops
  - You have enrolled in multiple online training / personal development programs and frequently consumed TED Talk.
- You can work independently without supervision.
- You have a background in teaching, business, environmental studies.
- You enjoy public speaking or aspire to speak before an audience as a career.
- You have volunteered your time in organising events and helped in NGO's.
- You are detail oriented and are highly organised.
- You are a people person and posses a good sense of humour.
- You have an inner desire to make the world a better place!



## Who we are and What we do?

- We are a micro business that focuses on providing Training, Workshop & organising Business Conferences.

### Our Purpose:

- **Youth Development**
  - Our goal is to help develop responsible future leaders, help young graduates to navigate their future career with the essential life skills and connecting them with future employers.
- **Environment Protection**
  - We believe one of the most important elements in fighting climate change lies in educating the next generation. Our goal is to empower the next generation with the knowledge to influence their family, community and pursue a career in protecting the planet.
- **Business Empowerment**
  - We contribute to the business community by organising dialogues and conferences. We use our platform to bridge businesses and future leaders for mutual benefits.
- We are NOT an NGO. We believe in achieving profit and purpose all at once.
- We are lean, nimble and effective by design.
- Our flagship projects for 2025 include:
  - Future Leaders Academy
  - Green Day
  - Corporate Training
  - The Chinese Chamber of Commerce Business Forum.

## 3 Good Reasons to Join Us!

- ***Add meaning to your work by making our purpose your purpose.***
- ***Grow your Knowledge & Skills***
  - We are a knowledge based organisation that teaches leadership, business and climate change.
  - You will be exposed to plenty of learning opportunities by attending the classes you help to organise.
  - Who knows, you'd be teaching them one day!
- ***Expand your Network***
  - In 2024, our combined programs featured over 50 guest speakers including the Health Minister, Canadian High Commissioner and some of Brunei's top business people and executives, we also received corporate support from over 20 sponsors.
  - If you want to expand your network, this is one of the great unsurpassed opportunities in Brunei.

**Apply today!**

Send your CV or any supporting link / materials to:  
[shaunhoon@curiousmind.biz](mailto:shaunhoon@curiousmind.biz)

For more info: call 717 4286  
visit [www.curousmind.biz](http://www.curousmind.biz)