



JOB PROFILE CHART FOR :

i. PENGURUS KREATIF MULTIMEDIA - TAHAP 4

ii. PENGARAH KREATIF MULTIMEDIA TAHAP 5

← DUTY →		← TASK →										
ORGANISE DEPARTMENTAL RECRUITMENT	Plan Departmental Manpower Recruitment	Conduct Staff Interview		Select Staff For Recruitment		Implement Departmental Recruitment Policies And Procedures						
	01	01-01	L4	01-02	L4	01-03	L4	01.04	L4			
PERFORM HUMAN RESOURCE FUNCTIONS	Determine Training Needs	Organise Staff Training		Monitor Staff Welfare		Propose Departmental Human Resources Upgrading Plan		Recommend Staff Promotion		Design Staff Development Programme		
	02	02-01	L4	02-02	L4	02.03	L4	02.04	L4	02.05	L5	02.06
	Formulate Personnel Performance Criteria	Approve Training Recruitment		Perform Staff Counselling		Recommend Dimissal Action						
	02.07	L5	02.08	L5	02.09	L5	02.10	L5				
ADMINISTER OPERATIONAL TASKS	Monitor Multimedia Equipment Inventory	Prepare Multimedia Production Report		Support Preparation Of Production Contracts		Approve Purchase Order		Conduct Departmental Meeting				
	03	03-01	L4	03-02	L4	03-03	L5	03.04	L5	03.05	L5	
ORGANISE DEPARTMENTAL BUDGET	Organise Departmental Purchasing	Compile Multimedia Product Quotations		Review Supplier's Quotation		Control Departmental Expenses		Approve Purchase Orders				
	04	04-01	L4	04-02	L4	04-03	L4	04-04	L5	04-05	L5	

SERVICE MULTIMEDIA CLIENTS	Organise Preparation Of Production Proposals		Analyse Client Needs		Recommend Client Needs		Implement Client Needs		Negotiate Multimedia Contract With Clients		Perform Presentation To Client	
	05	05-01	L4	05-02	L4	05-03	L4	05-04	L4	05-05	L5	05-06

Approve Production Proposal	
05-07	L5

PLAN MULTIMEDIA PRODUCTION PROCESS	Define Multimedia Project Prototype Requirements		Estimate Project Costing		Define Multimedia Project Requirement		Organise Multimedia Project		Cast Multimedia Talents (Artist)		Define Multimedia Product Packaging Concept	
	06	06-01	L4	06-02	L4	06-03	L5	06-04	L5	06-05	L5	06-06

Evaluate Multimedia Design	
06-07	L5

ORGANISE PROJECT TEAM	Plan Multimedia Project Schedule		Conduct Multimedia Production Project Meetings		Set-Up Project Committee		Determine Multimedia Production Team		Delegate Project Job Functions		Assign Multimedia Script Writer	
	07	07-01	L4	07-02	L4	07.03	L5	07.04	L5	07.05	L5	07.06

Approve Script Writer	
07.07	L5

PERFORM PRODUCTION DESIGN	Perepare Multimedia Project Concept		Verify Multimedia Project Script		Organise Multimedia Application Content Structures		Develop Sonic Plan For Multimedia Production		Develop Video Conception		Design Graphics And Animation Concept	
	08	08-01	L4	08-02	L4	08-03	L4	08-04	L5	08-05	L5	08-06

Design Multimedia Project Concept		Design Multimedia Production Storyboard		Approve Multimedia Project Concept		Establish Project Copyright Ownership		Ensure Compliance With Censorship Guidelines	
08-07	L5	08-08	L5	08-09	L5	08-10	L5	08-11	L5

COORDINATE WITH OTHER DEPARTMENTS / AGENCIES	Participate In Formal and Informal Communications (Internally And Externally)		Negotiate With Multimedia Talent Agencies		Obtain Clearance From Related Authorities		Obtain Copyrights Clearances	
	09	09-01	L5	09-02	L5	09-03	L5	09-04

PERFORM MONITORING OF MULTIMEDIA PRODUCTION PROCESS	Monitor Progress Of Multimedia Development Tasks		Monitor Overall Multimedia Video Shooting Progress		Conduct Quality Control Of Multimedia Production		Integrate Multimedia Components Within Applications		Monitor Multimedia Product Testing		Monitor Multimedia Product Packaging	
	10	10.01	L4	10-02	L4	10-03	L4	10-04	L4	10-05	L4	10-06

Review Multimedia production Output		Monitor Inter - Departmental Communications	
10.07	L5	10.08	L5

ORGANISE MULTIMEDIA RESEARCH AND DEVELOPMENT	Survey Multimedia Product		Analyse Multimedia Technology Trends		Develop Framework For Multimedia Productions		Enhance The Production Workflow		Review Production Workflow		Launch Research Content	
	11	11.01	L4	11.02	L4	11.03	L4	11.04	L4	11.05	L5	11.06

Promote Usage Of New Multimedia Technologies	
11.07	L5

SUPPORT MARKETING FUNCTIONS	Prepare Multimedia Project Proposal		Conduct Multimedia Market Survey		Analyse Market Trends		Assist Marketing Plan Development		Participate In Multimedia Project Tender Bidding		Review Multimedia Project Proposal	
	12	12.01	L4	12.02	L4	12.03	L5	12.04	L4	12.05	L5	12.06

Assist Marketing In Preparing Presentations	
12.07	L5

MANAGE SPECIAL ASSIGNMENTS	Propose Departmental Facilities Upgrading Plan		Propose Departmental Equipment Upgrading Plan		Review Request For Proposal (Tender)		Approve Departmental Facilities Upgrading Plan		Approve Departmental Equipment Upgrading Plan		Endorse Multimedia Project Schedule	
	13	13.01	L4	13.02	L4	13.03	L5	13.04	L4	13.05	L5	13.06

