

Job advertisement

Project Coordinator - Eurocampus

Employer: Deutscher Schulverein Malaysia, Kuala Lumpur

Start: September 2026

Duration: 1 Year

As part of the ongoing Eurocampus project and the integration of the Deutsche Schule Kuala Lumpur (DSKL) into the shared campus with the Lycée Français de Kuala Lumpur (LFKL), we are seeking a **Campus Coordinator** to oversee the operational coordination of the joint campus.

The Campus Coordinator is responsible for the day-to-day management and coordination of the shared campus, ensuring the smooth operation of services and facilities used by both schools. The role serves as the central point of contact between DSKL, LFKL, service providers, and other stakeholders, fostering effective communication, collaboration, and efficient campus operations.

Key responsibilities include coordinating shared services and infrastructure, managing vendor and service contracts, overseeing operational processes, supporting joint campus initiatives, and ensuring the effective use of shared facilities while maintaining a high standard of service for both school communities.

Campus Operations

- Coordinate the day-to-day operations of the shared Eurocampus and support the operational needs of both schools.
- Ensure the efficient management and optimal use of shared facilities, common areas, and campus resources.
- Oversee campus standards relating to safety, cleanliness, maintenance, and operational efficiency.

Vendor & Contract Management

- Act as the primary point of contact for external service providers and vendors operating under shared campus agreements.
- Monitor vendor performance, ensure compliance with contractual obligations, and coordinate service improvements where required.
- Support the procurement, renewal, and administration of campus-wide service contracts.

Stakeholder & School Coordination

- Foster effective communication and collaboration between DSKL and LFKL on operational matters.
- Coordinate the planning of shared events, activities, and facility bookings.
- Facilitate the resolution of operational issues and ensure timely follow-up with relevant stakeholders.

Administration & Reporting

- Maintain accurate operational records, documentation, and campus procedures.
- Prepare regular reports on campus operations, vendor performance, facility usage, and key operational indicators.
- Assist in budget planning, cost monitoring, and the administration of shared operational expenses.

Eurocampus Development & Continuous Improvement

- Support the implementation of the Eurocampus strategy and the objectives defined by the Joint Management Committee (JMC) and propose new ideas to the JMC.
- Drive collaboration between DSKL and LFKL by promoting shared services, resources, and cross-school initiatives.
- Identify and implement opportunities to improve operational processes, increase efficiency, optimize shared resources, and enhance the overall campus experience.
- Contribute to the ongoing development of the Eurocampus as a collaborative, high-quality educational environment.

Profile

- Diploma or Bachelor's degree in Business Administration, Education Administration, or a related field.
- Minimum 2 years of administrative, or operations experience.
- Strong organizational and communication skills.
- Ability to manage multiple priorities and work with diverse stakeholders.
- Proficiency in Microsoft Office and basic administrative systems.

More Information

The German School Kuala Lumpur (DSKL) is a German school recognized by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK) and operates under the German School Association Malaysia (DSM). Approximately 190 children and young people, from kindergarten through to the Abitur, are taught, supported, and supervised according to German curricula. DSKL receives financial and personnel support from the German Federal Foreign Office.

It holds the quality seal "Excellent German School Abroad." We offer a position within a highly motivated team in a multicultural environment, with a role that provides a wide range of opportunities for shaping and development. In addition, we offer a one-year contract with an appropriate salary classification. DSKL provides support with entry formalities and visa arrangements.

Please send your application, including your CV, motivation letter, and relevant certificates, to: Leonie Schulz
manager@dskl.edu.my