

The All Women’s Action Society (AWAM) is an independent, non-profit women’s organisation working to create a just, democratic and equitable society. Our work involves lobbying for legal reform, training and campaigns to raise awareness on women’s rights, as well as providing counselling and legal information for women facing violence and discrimination.

AWAM would like to invite applications for the following vacancy:

**Title:** InformationCommunications Officer

**Start date:** August 2014 or as negotiated with AWAM. The position will be on contract basis for an initial one-year period with yearly renewals.

**Salary:** Salary will commensurate with experience.

**Key Responsibilities:**

1. Media and Publicity:

(i) Coordinate the work of the Media Committee, including providing administrative and secretarial support to the Committee;

(ii) Draft media statements and coordinate the issuance of statements with the Media Committee;

(iii) To provide or coordinate interviews on issues of concern to AWAM to media and other groups and to appear in media when necessary;

(iv) Build and maintain relationships with the media to increase AWAM’s profile and work in Malaysia.

1. Publications: Coordinate the production of AWAM’s publications, including the annual report, monthly newsletters to members and programme/organisational brochures. Where required, to edit reports, articles and proposals for clarity.
2. Social Media: Coordinate AWAM’s social media platforms, including facebook, twitter and youtube. This includes posting information related to AWAM’s work on the social media platforms and engaging with users.
3. Website: Update and maintain AWAM’s website, including writing and uploading relevant content on the website.
4. Resource Library: Maintain AWAM’s library by ensuring that books are entered into the e-database, coordinate purchase of books, and ensuring the library is kept in order.
5. Branding: Coordinate projects that deal with AWAM’s overall brand and image. This includes short films/documentaries, logo development etc.
6. Research: Research on issues relevant to AWAM’s work for the development of press releases, and other written communications products.
7. Advocacy:
8. Produce AWAM position statements on key advocacy issues;
9. Building and strengthening of relationships with state and non-state actors in advancing AWAM’s advocacy work;.
10. To assist in the planning and coordination of advocacy campaigns.
11. Assist in the coordination of any other campaigns/events as necessary.

**Requirements:**

• Understanding of and commitment to human rights (and specifically, women’s rights) and gender equality.

• Mass Communication / Journalism / PR related degree or experience would be advantageous.

• Good spoken and written English / Malay language skills.

• Highly developed communication and liaison skills.

• Team player with a positive attitude.

• Proficiency with wordpress, facebook and twitter. Familiarity with photo-editing software a bonus.

**How to apply:**

Applications should contain:

(1) an updated resume,

(2) cover letter which address the requirements, as well as why you would like to work with AWAM, and

(3) contact details of 2 referees.

Please send applications to Emily O. Mathius at finance.awam@gmail.com, with the subject heading: **Application for Information Communication Officer** position. Closing date is 20 July 2014.

AWAM thanks all applicants for their interest. Only shortlisted applicants will be contacted.