



## JOB DESCRIPTION: Assistant Programme Officer

Updated: 3rd April 2024

### Overview:

Are you committed to building a society where justice, democracy, and equity thrive, and where everyone, especially women, are treated with dignity and free from all forms of violence and discrimination?

At AWAM, we operate with a dedicated group of members and staff who drive our mission forward. Our organisational culture is inclusive, participatory, and empowering, ensuring that everyone's voice is heard and valued.

We are currently in search of an Assistant Programme Officer (APO) to join us in our endeavours. The ideal candidate will need to have previous experience in civil society organisations, including charities, non-governmental organisations, or non-profit bodies. Working closely with the Programme Officer and the Council, you will play a crucial role in shaping and implementing our initiatives.

If you resonate with our core values of collectivism, compassion and respect, courage, equality and justice, and integrity, and are eager to contribute to positive social change, we encourage you to apply. Join us as we work towards creating a fairer and more just society for all.

<b>Position:</b>	Assistant Programme Officer (APO)
<b>Department:</b>	Public Education & Training (PET)
<b>Reporting to:</b>	1) Programme Officer or other similar positions; 2) The Public Education & Training (PET) Committee; and 3) AWAM's Council

### Key Responsibilities:

1. To assist in planning, coordinating, implementing and monitoring AWAM's programmes relating to public education and training and other relevant programmes strategically with Key Performance Indicators (KPI) and desired impact while being mindful of the budgeting.
2. To assist in developing substantive capacity on the issues that AWAM advocates, to organize, conduct or facilitate talks, workshops, training and public education events for AWAM.
3. To assist in providing support for AWAM's advocacy, networking and fundraising activities when necessary.

## **Detailed Description of Responsibilities**

### **1. PET Programmes**

The current PET programmes are as follows (to be allocated accordingly):

- a) **Gender-based Violence (GBV):** Anti-Sexual Harassment (ASH), rape/date rape, healthy relationships, domestic violence, Women & Mental Well-being.
- b) **Gender Equality & Democracy:** women's political participation and leadership
- c) **Women & Health:** Mental well-being fronting women's health, a feminist (inclusive, just and democratic) and multi-faceted approach to healthcare such as period poverty.

### **2. Implementation of PET Programmes**

- 2.1) **Overall:** To assist and work closely with the Office Supervisor, namely the Programme Manager and other relevant staff in developing the substantive capacity of the issues that AWAM advocates; and to assist in the implementation of programmes strategically according to plan and budget, impact and KPI in specifically in above item (a) and (c) and generally in (b).
- 2.2) **Events:** To assist in organizing, conducting and facilitating talks, workshops, training and public education events orderly, on time and professionally according to plan and budget. This includes pre-event mobilization, publicity and evaluation.
- 2.3) **Manuals:** To assist in the updating of the training manuals aligned with the learning objectives with up-to-date information and legislation; ensuring it is well-structured, logically appealing and user-friendly with clear explanations, examples and step-by-step instructions facilitating conducive learning.
- 2.4) **Research:** To assist in conducting desk research when necessary.
- 2.5) **ToF/Pool of Facilitators:** To assist the Supervisor in the organizing the Training of Facilitators (ToF) and or Facilitators' Refresher Courses twice a year with an aim to identify and cultivate a pool of facilitators and speakers who can speak in BM, English, Mandarin and Tamil representing AWAM as stated in above #2.2.
- 2.6) **Rapport:** To assist in coordinating, communicating and maintaining sound rapport with the pool of facilitators/speakers.
- 2.7) **PET Schedule:** To assist in maintaining an updated PET schedule listing training events received, ongoing and completed including fees quoted/received.
- 2.8) **Fees Quotation:** In consultation with the Supervisor, to assist in fees quotation to the interested parties.
- 2.9) **Networking:** To assist in maintaining effective networking with relevant stakeholders.

- 2.10) **Representation:** To attend meetings/events held by government agencies and other stakeholders representing AWAM, if necessary.
- 2.11) **Documentation:** To assist in documenting PET-related reports, materials and photos in an organized manner.
- 2.12) **KPI/Impact:** To assist in identifying PET Department KPI, and individual KPI with the desired outcome and impact achieved.

### 3. Advocacy & Networking

- 3.1) To assist in maintaining relationships with state and non-state actors or stakeholders in advancing AWAM's advocacy work.
- 3.2) To assist in planning, coordinating and participating in advocacy efforts or campaigns with AWAM's partners and coalitions such as the Joint Action Group for Gender Equality (JAG), Reproductive Rights Advocacy Alliance of Malaysia (RRAAM) etc.

### 4. Members, Interns & Volunteers

- 4.1) To mobilise members and volunteers in participating PET programmes and events.
- 4.2) To work with relevant Interns in the work of PET ensuring delivery of quality work on time and in alignment with AWAM's principles and values.

### 5. Administrative & Budget

- 5.1) To assist in monitoring the programme and project budget with the Manager, the Honorary Treasurer and the Admin Operation Department.
- 5.2) To inform and discuss with the Manager, the Honorary Treasurer and the Admin Operation Department when the budget is exceeded or underutilized and to submit proposed changes to the Council for approval.
- 5.3) To submit PET Department claims with invoices/bills to the Admin Operation Department timely.

### 6. Management/Office Meetings

To attend and/or assist in the following meetings/events:

- 6.1) Council Meetings (submit a relevant progress report and KPI for meetings)
- 6.2) Staff Meetings
- 6.3) Relevant committee meetings
- 6.4) Evaluation and Planning / Strategic Planning Meetings, and or Retreat
- 6.5) Fundraising events and meetings
- 6.6) Major events such as the White Ribbon Campaign, International Women's Day, 16 Days of Activism Against Gender-Based Violence and or any events that may be identified;

6.7) Any other ad hoc meetings related to AWAM's work, as required.

## 7. Other Aspects

- 7.1) To undertake any other tasks that may be assigned from time to time.
- 7.2) To assist other Departments when needs arise and capacity is developed.
- 7.3) To embrace AWAM's Vision and Mission, practise the values of AWAM and promote positive work culture.
- 7.4) To ensure cleanliness and tidiness of AWAM Office and its surrounding at all times.

[END]

**Start Date:** Immediately or as negotiated with AWAM. The position will be on contract for 12 months and renewable after the end of the first year

### **The right candidates should have the following qualifications:**

1. Education: University Degree/Diploma in related fields.
2. Experience: 1-2 years of relevant work experience in project or programme management. **Fresh graduates are encouraged to apply.**
3. Language: Proficiency in English and Bahasa Malaysia required; Mandarin or Tamil language are a plus.
4. Knowledge: Knowledge of women's rights and gender equality.
5. Skills: Organised, independent yet collaborative, with good communication abilities, public speaking skills. Possess the ability to assist and manage projects effectively.

We welcome applications from all qualified candidates, regardless of background.

### **How to Apply:**

Please submit:

1. Cover letter addressing requirements and salary expectations.
2. Resume with contact details for two references.

Send applications via this platform or to [hfwam@gmail.com](mailto:hfwam@gmail.com) and [ho10yocklin@gmail.com](mailto:ho10yocklin@gmail.com) by **Friday 19th April, 2024 at 6.00PM**, with the subject line "Application for Assistant Programme Officer".

*Only shortlisted candidates will be contacted.*

