



JOB DESCRIPTION : 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.

Position:	Programme Officer (PO)
Department:	Public Education & Training (PET)
Reporting to:	1) Programme Manager 2) A Council Member 3) PET Committee

Key Responsibilities:

1. To plan, coordinate, implement and monitor AWAM's programmes and budget relating to public education and training and other relevant programmes strategically with Key Performance Indicators (KPI) and impact.
2. To develop substantive capacity on the issues that AWAM advocates, to organize, conduct or facilitate talks, workshops, training and public education events for AWAM.
3. To support 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 and period poverty

2. Implementation of PET Programmes

To work closely with the Manager and other relevant staff in developing the substantive capacity of the issues that AWAM advocates and implantation of programmes strategically according to plan and budget, impact and KPI.

- 2.1) **Overall:** Focusing on planning, coordinating, implementing and monitoring the above (a) and (b) and programme budget according to the objectives, impact and KPI under the grant allocated.
- 2.2) **Events:** To organize, conduct or facilitate 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 review and update training manuals aligned with the learning objectives with up-to-date information and legislation; ensuring it is well-structured, logical appealing and user-friendly with clear explanations, examples and step-by-step instructions facilitating conducive learning.
- 2.4) **Research:** To conduct desk research when necessary.
- 2.5) **ToF/Pool of Facilitators:** To plan, coordinate, organize and implement twice a year a Training of Facilitators (ToF) and or Facilitators' Refresher Courses 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 coordinate, communicate and maintain sound rapport with the pool of facilitators/speakers.
- 2.7) **PET Schedule:** To maintain an updated PET schedule listing training events received, ongoing and completed including fees quoted/received.
- 2.8) **Fees:** In consultation with the Supervisor, To provide a quotation of fees to be charged to corporates/organisations; and/or compensation to be paid to AWAM's engaged facilitators/trainers according to our current rate.
- 2.9) **Networking:** To maintain effective networking with relevant stakeholders; and to identify and source donors to sponsor PET programmes.
- 2.10) **Representation:** To attend meetings/events held by government agencies and other stakeholders on behalf of AWAM.
- 2.11) **Documentation:** To document PET related reports, materials and photos in an organized manner.

- 2.12) **KPI/Impact:** To identify PET Department KPI, and individual KPI with the desired outcome and impact achieved.

3. Advocacy & Networking

- 3.1) To build and strengthen 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 provide support in supervising, guiding and setting KPIs for interns with the management and other staff ensuring delivery of quality work on time and in alignment with AWAM's principles and values.

5. Administrative & Budget

- 5.1) To establish, update and monitor 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 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 transfer to 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: 2-3 years of relevant work experience in project or programme management.
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: Highly organized, independent yet collaborative, with strong coordination and communication abilities, good public speaking skills, able to work under pressure. Possess the ability to lead and manage projects effectively, overseeing all stages from planning to execution.

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 hrf.awam@gmail.com and ho10yocklin@gmail.com by **Friday 19th April 2024, at 6.00PM**, with the subject line "Application for Programme Officer".

Only shortlisted candidates will be contacted.