

GENDER INCLUSIVENESS (GI) DEPARTMENT

Senior Programme Officer - GI

Background

The Penang Women's Development Corporation (PWDC) is a state-funded entity established with the vision of building a Penang which upholds in practice the principles of substantive equality among women and men, good governance and social justice. In order to achieve this vision, PWDC seeks to mainstream gender into key policies, programmes and practices of the public sector, and to transform the necessary structures and surrounding culture through advocacy, capacity development and strategic partnership with different sectors of society.

Job Scope

The Senior Programme Officer will work on the implementation of Penang State Gender Inclusiveness (GI) Policy including development of the gender balanced guide, advocacy materials and training manuals; management of Gender Responsive and Participatory Budgeting (GRP) projects; facilitation of meetings and workshops for the state and local government officials; and maintenance of relationships with key stakeholders and partners under the supervision of the Programme Manager.

Duties and Responsibilities:

A. Programme Development and Implementation

1. Develop the gender balanced guide for the state and local government.
2. Develop training manuals and conduct workshops at the state and local government level.
3. Establish sex-disaggregated data (SDD) data bank of the department.
4. Provide technical support for the Programme Officers in the development and implementation of projects.
5. Assist the Programme Manager in monitoring and implementing the GI Policy at the state level; identify gaps in the process and outline areas of improvement.
6. Compile monthly updates on the progress of GI policy and programmes from the Programme Officers.

B. Project Management

1. Manage the GRPB projects at state constituency level and organise planned community-based activities/events according to the project timeline.
2. Coordinate with the Programme Manager to facilitate the Training of Trainers (TOT) for new stakeholders and communities involved in the GI/GRPB projects on how to conduct needs assessment or participate meaningfully in community consultations and budget dialogues.
3. Support the Programme Manager in conducting relevant training for the government officials and local leaders involved in the GRPB projects.
4. Work closely with the local leaders, government agencies and communities on GI/GRPB projects.
5. Provide reports on events and activities organised, photos and documentary evidence and Power Point presentation when necessary.
6. Prepare monthly updates and quarterly progress reports on the GI/GRPB projects.
7. Identify operational and financial problems of the projects and develop solutions.

C. Communication and Networking

1. Conceptualise and draft relevant programme's advocacy and publicity materials, press statements, speeches and articles for publications related to the GI Policy.
2. Liaise with and coordinate input/participation from stakeholders including those from the district offices, local councils, government agencies and communities.
3. Manage and update the GI/GRPB's social media accounts including Facebook, Twitter, YouTube and Instagram on a regular basis.

D. General Administrative/Financial Support

1. Provide support and assistance in various aspects of administrative and financial management of the GI/GRPB projects.
2. Undertake other tasks assigned by the Programme Manager and/or Chief Executive Officer.
3. Provide support to PWDC as requested.

Requirements:

1. At least a Degree in in gender, statistics or other relevant social sciences studies.
2. At least 5-7 years of work experience in research, statistics, socio-economic, public policy or gender mainstreaming.
3. Knowledge and understanding in the area of gender equality, women's rights, democracy, governance and community empowerment.
4. Display maturity, flexibility, responsibility, integrity and have an open and inclusive attitude and respect for diversity and social justice.
5. Good organisational skills and ability to pay close attention to detail.
6. Good report writing and analytical skills.
7. Possess good spoken and written communication skills in Bahasa Melayu and English.

Interested candidate can apply by sending their CV and cover letter to info@pwdc.org.my