



## **WOMEN'S EMPOWERMENT AND LEADERSHIP (WEL) DEPARTMENT**

### **Programme Manager -WEL**

#### **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 Women's Empowerment and Leadership (WEL) Programme of PWDC, which focuses on strengthening women's political and economic participation as well as leadership, is one of three core areas of the organisation's work.

The WEL Programme aims to achieve the meaningful representation and participation of women in decision making levels as well as participate in entrepreneurship in Penang and to impactfully lead advocacy on these matters at the national level and beyond.

Work within the programme is centred on three key areas: advocacy for systemic, structural and cultural transformation, capacity development of existing and potential women and men leaders towards greater gender sensitisation, and strategic networking with multiple stakeholders at various levels.

The post of Women's Empowerment and Leadership (WEL) Programme Manager is a full-time position. The Programme Manager is responsible for conceptualising, developing and overseeing the overall implementation of work under the WEL Programme. The Programme Manager reports directly to the CEO.

#### **GENERAL DUTIES & SCOPE OF WORK**

1. To lead the overall direction of the WEL Programme, including to conceptualise, develop, plan and oversee the implementation of its projects and activities and its KPIs.
2. To monitor and evaluate the work of the WEL Programme to ensure KPIs are met.
3. To be responsible for the financial management of the WEL Programme work areas, including seeking external funding where required.

4. To manage and supervise the WEL Programme staff and to recruit suitable staff, consultants and other human resources where necessary.
5. To regularly report to the PWDC CEO and WEL Programme Advisors as well as to the PWDC Board members whenever called upon.
6. To be the lead spokesperson/advocate and representative of the WEL Programme in key activities and to represent the PWDC management whenever called upon.
7. To contribute to the overall strategic direction of PWDC as part of its senior management team.

## **QUALIFICATION REQUIREMENTS**

1. Bachelor's degree in a relevant field. Degrees in gender studies, social science, political science and law are advantageous. Relevant postgraduate qualification is also added advantage.
2. At least 3 to 5 years' experience in programme and people management in a relevant field.
3. Intermediate to advanced substantive knowledge and understanding in the areas of gender equality, women's human rights, democracy and governance. Passion and commitment in these areas should be evident.
4. Excellent written and spoken communications skills in Bahasa Malaysia and English are essential. Proficiency in any other vernacular language is advantageous.
5. Display strong management and leadership skills, with an inclusive and respectful attitude towards diversity. Ability to effectively build rapport with and influence stakeholders from different levels is important.
6. Able to work independently and contribute strategically at the organisational senior management level.
7. The following experience in any of the following is valuable:
  - (a) experience in designing training modules, including in instructional design for adult learners.
  - (b) experience as a trainer, facilitator and public speaker.
  - (c) experience in dealing with international, regional and national level organisations, government agencies and local political leaders.
  - (d) experience working with grassroots communities, including in organizing projects or activities.
  - (e) experience in writing and publishing.

***Interested candidate can apply by sending their CV and cover letter to [info@pwdc.org.my](mailto:info@pwdc.org.my)***