

## **Job Description: Research & Advocacy Officer**

July 2017

### **OVERVIEW**

The Research & Advocacy Officer is part of WAO's Advocacy Team, which purpose is to end domestic violence and achieve gender equality in Malaysia, by influencing public policy and public attitudes.

The Research & Advocacy Officer's role is to identify key problems in public policy – including in law, policy, and enforcement – relating to domestic violence, violence against women, and women's human rights in Malaysia; proposes how to solve the problems; and prepares the evidence needed to achieve change. The Research & Advocacy Officer is supervised by the Advocacy Manager.

### **RESPONSIBILITIES**

#### **Main responsibilities (70%)**

- Improve organisational understanding of domestic violence and women's rights in Malaysia, by analysing internal (e.g. WAO case experiences) and external (e.g. news media) sources.
- Produce outputs to advance WAO's advocacy purpose, including:
  - Major WAO publications (e.g. case study report, CEDAW Shadow Report)
  - Policy briefs to advocate for specific policy solutions
  - Letters to enforcement officers (working with WAO's Stakeholder Engagement Officer)
  - Others outputs as necessary
- Coordinate advocacy campaigns with the outputs produced (e.g. targeted publicity of a report).
- Help ensure WAO's services and operations are up-to-date on relevant policy tools.

#### **Other advocacy work (25%)**

- Coordinate WAO advocacy campaigns and projects as identified and assigned.
- Work with Communications Officer to respond to public queries relevant to WAO's work.
- Support WAO fundraising efforts for advocacy campaigns.

#### **Organisational responsibilities (5%)**

- Carry out other requests or directions by the Executive Director.
- Assist in shared office duties.

### **QUALITIES**

1. Committed to feminist principles and WAO vision, mission, and core values.
2. Strong project and people management skills.
3. Strong writing and speaking skills in English and Bahasa Malaysia.
4. Competent in publication skills, including formatting, copyediting, and design/layout.
5. Has knowledge of (and committed to develop expertise in) women's human rights, violence against women, and domestic violence.
6. Track record of completing high quality work.

A combination of education, work experience, and training can demonstrate these qualities. E.g.: Master's in social science; or a Bachelor's degree and two or more years of relevant work experience. Candidates with outstanding track record with limited work experience are also encouraged to apply.