

Job Description: Capacity Building Coordinator

June 2019

OVERVIEW

The Capacity Building Coordinator is part of WAO's capacity building team, which advocates for an end to gender-based violence and gender discrimination by influencing laws, policies, practices, and public attitudes through community engagement. You will be an active team member working towards social change by mobilising communities and developing the capacities of targeted public and private sectors to take action towards the eliminating gender-based violence.

KEY RESPONSIBILITIES

Safe Community Project (50%)

1. Works closely with the head of capacity development in planning and implementing the safe community action plan – which aims to build capacity of local law enforcement agencies, NGOs, and local communities to respond to gender-based violence.
2. Connecting WAO with partners in each community or sector, including identifying and following up with public or private decision makers, local allies and community leaders to commit to eliminating gender-based violence.
3. Actively carry out Safe Community training and outreach activities together with the capacity building team.
4. Assist in the production and dissemination of community-tailored awareness materials.

Shelter Standards and Network Project (20%)

1. Assist in identifying and galvanising the shelter standards implementation plan – to create networks of domestic violence shelters.
2. Coordinate with relevant stakeholders in shelter provision (including government shelter personnel) towards joint capacity building activities.
3. Maintain and update the shelter network database, including communicating with the network members and keeping track of progression in initiating shelters.
4. Assist in the production, publicity and dissemination of shelter standards-related materials.

Training government responders (20%)

1. Train government front liners, with the capacity building team;
2. Assist in the production and dissemination of guidelines for government enforcement officers.

Others (10%)

1. Assist in program documenting, monitoring, evaluating, and periodic reporting related to capacity building;
2. Carry out other duties or directions relevant to WAO's mission.

QUALITIES

1. Committed to feminist principles and WAO vision, mission, and core values.
2. Demonstrates pro-activeness, adaptability and the ability to perform and collaborate under challenging conditions.
3. Ability to build and manage relationships and clear community mobilisation abilities.
4. Strong writing and speaking skills, including in English and Bahasa Malaysia. Tamil and/or other languages commonly used in Malaysia is a significant advantage.
5. Has knowledge of (and committed to develop expertise in) women's human rights, violence against women, and domestic violence at the national level.
6. Track-record of completing high quality work or experience in capacity building programs in Malaysia or any Southeast Asian country.

A combination of education, work experience, and training can demonstrate these qualities. E.g.: 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.

How to Apply

If you are interested and fulfil the requirements, please email your CV and Cover Letter to info@wao.org.my by **14th of July 2019**. **Only shortlisted candidates will be notified.**