

Job Description: Capacity Building Manager (as of April 2025)

OVERVIEW

The Capacity Building Manager is a core personnel in WAO's Capacity Building department. They advocate for an end to gender-based violence and gender discrimination by influencing laws, policies, practises, and public attitudes through diversified grassroots community and government agencies outreach. The CB Manager would act as a resource person and be part of the team that executes plans to achieve meaningful social change by strategising for the mobilisation of communities and developing the capacities of targeted public and private sectors to take action towards eliminating gender-based violence.

KEY RESPONSIBILITIES

Programme Coordination (40%)

- Works closely with Capacity Building Director in planning, developing and implementing capacity building programmes, which aim to build the capacity of grassroots communities, corporations, education providers, government agencies and civil society organisations to respond to gender-based violence.
- Assists with the management and coordination of the capacity building team and activities, in alignment with WAO's core values, vision and mission.
- Coordinate programme documentation, monitoring, evaluating, and preparing periodic reporting for internal meetings, funders and third parties.
- Report on programme progress and outcomes, providing insights for continuous improvement.

Safe Community Project (Grassroots, Corporate, NGO and Government Sector) (30%)

- Engages with partners in each community or sector, including following up with public or private decision-makers, local allies and community leaders to commit to eliminating gender-based violence
- Actively participates in outreach activities together with the capacity building team, with a view to sustainability and meaningful impact for social change
- Involves in the production and dissemination of community-tailored awareness materials

Shelter Standards and Network Project (10%)

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

Girls Empowerment and Male Allies Project (20%)

- Work closely with the team to plan engagement strategies, and implement capacity building activities for girls empowerment projects
- Continues to build a network of girl advocates and male allies from all related agencies to promote women's rights and gender equality

Frontliner Responders (10%)

- Conducts capacity building interventions to build capacities of all related governmental and non-governmental sectors and stakeholders together with the stakeholder engagement officer
- Participates in collaborative activities for the implementation of the international framework of human rights standards and guidelines for enforcement officers

Others (10%)

- Deliver training sessions, workshops, and seminars.
- Carry out other duties or directions relevant to WAO's programme mission.
- Foster a collaborative and inclusive work environment.

QUALITIES

- Committed to feminist principles and WAO vision, mission, and core values.
- Demonstrates pro-activeness, adaptability and the ability to perform and collaborate under challenging conditions;
- Ability to build and manage relationships and clear community mobilisation abilities;
- Strong writing and speaking skills in Bahasa Malaysia and English. Other languages commonly used in Malaysia are a significant advantage.
- Has knowledge of (and/or committed to develop expertise in) women's human rights, gender-based violence, violence against women, and domestic violence at the national level.