

Job Description: Capacity Building Officer (as of November 2023)

OVERVIEW

The Capacity Building Officer 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 community outreach. They are a resource person and are 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

Safe Community Project (Grassroots, Corporate, NGO and Government Sector) (40%)

- Provides feedback to drafted capacity development plans, and together with the team, implements the safe community action plan for the country;
- 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

Economic Empowerment Project (30%)

- Assist in the development and implementation of economic empowerment projects, and engage with community members to identify needs and tailor programs accordingly.
- Work with local partners, NGOs, and government bodies to enhance project reach and impact.

Girls Empowerment & Male Allies Project (10%)

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

Frontliner Responders Training (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



P.O. Box 493, Jalan Sultan
46760 Petaling Jaya, Selangor, Malaysia
Tel: 03 7957 0636 / 5636
WAO Hotline: 03 7956 3488

Others (10%)

- Provides feedback to modules, designs and budgeting documentation related to capacity building;
- Assist in program documentation and periodic reporting related to capacity building;
- Carry out other duties or directions relevant to WAO's mission.

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.

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 an outstanding track record with limited work experience are also encouraged to apply.