



Terms of Reference

Gender Responsive Budgeting (GRB) Short Term Replacement Staff- Assistant Project Officer - GRB For the period from 1 December 2013 to March 30, 2014

Background

GRB is a 3-year pilot project working with the two municipal councils in Penang : the Municipal Council of Penang Island (MPPP) and the Municipal Council of Seberang Perai (MPSP). The GRB Project aims to open up the budget process within the two local authorities (and ultimately at State level too) to make it more participatory and gender responsive.

The GRB project is working to help forge a closer relationship between local government and the people. Its purpose is to ensure that the process of deciding policy and budget allocations is as inclusive as possible so that priority needs within communities and the necessary interventions needed to address these different needs are identified and addressed. GRB recognises the huge advantage in adapting budgets to the users of public services.

The ASSISTANT PROJECT OFFICER-GRB will be a full time position providing support and administrative assistance to the project team and where necessary participate in fieldwork under the supervision of the Project Officer and or Project Manager to support the implementation of the GRB community pilot projects.

Duties and responsibilities

1. Assist in drafting correspondences, speeches and press releases for publication.
2. Arrange for press conferences, VIP invites and press-kits for events.
3. Translate documents and reports into Bahasa Malaysia where necessary.
4. Assist the Project Officers to prepare budget, cash advance requests and VIP invites for events.
5. Keep track and highlight schedule/planned meetings and necessary reports for preparation
6. Arrange for meetings, minute-taking and follow-through on actions to be taken
7. Schedule appointments and the booking of training venue, catering services, travel and hotel arrangements
8. Assist in the preparation of power-point presentations on GRB
9. Update and maintain GRB project reports, records, filing, correspondences, notes, minutes resource and reference materials including archiving GRB photographs of events, media releases, photographs and articles.

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10. Liaise with Project Officer on the implementation of pilot project activities to enable regular update of the GRB Activity Calendar, Website, Facebook and Twitter.
11. Keep track and report status of pilot project planned budget and financial expenditures on a quarterly basis.
12. Maintain an updated GRB mailing list and GRB Organisational Chart.
13. Maintain stock of GRB publications and highlight when reprinting/updating are required.
14. Processing claims and submit to Admin department
15. Perform any other duties assigned by the Project Director

DESIRABLE QUALIFICATIONS

- University degree/Diploma in public health, social sciences, public or business administration or other related area.
- At least 3 years' experience in office administration and event coordination; especially at the local or community level.
- Possession of a valid driving license and own transport.
- Willingness to work extra hours as required.
- Excellent communication skills, including writing, proof reading skills, and speaking – English & Bahasa Malaysia.
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Ability to accomplish projects with minimum supervision.
- Proficient in using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; adept at email and web searches.