



TERMS OF REFERENCE GENDER RESPONSIVE BUDGETING (GRB) PROJECT OFFICER, GRB

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 PROJECT OFFICER (PO) will be a full-time officer appointed to implement the activities related to the Community Pilot Services under the supervision of the Project Manager.

Duties and Responsibilities

A. Project Management and Planning:

1. Conduct desk research and field assessment for project proposal development and identify areas of support and intervention.
2. Organise, coordinate and facilitate external and internal meetings as well as other events/functions related to the project activities.
3. Implement and organise planned community-based activities and events according to the project timeline.
4. Prepare and submit for approvals of budget and cash advance requests ahead of community events and activities.
5. Mobilise the communities to participate in organised events and activities.
6. Coordinate with the Project Manager to facilitate the training for communities involved in the Community Pilots on how to participate meaningfully in community consultations and budget dialogues.
7. Conducting relevant training for Project and Community Assistants involved in the project.
8. Direct and schedule the work of Project and Community Assistants working on the project.

B. Project Performance, Monitoring and Reporting:

1. Reports on events and activities organised, providing photos and documentary evidence and Power Point presentation when necessary.

2. Prepare weekly updates, monthly and quarterly progress report of the Community Pilot Projects organised.
3. Identify operational and financial problems of the projects and develop solutions.

C. Communication and Networking:

1. Liaise and manage stakeholders on site from District Office, Local Council, government agencies and community leaders.
2. Develop networks and maintain close rapport with the communities where Community Pilots are being conducted.
3. Prepare speeches and publicity materials for organised events and activities.
4. Contribute articles for publication of events and activities conducted.
5. Maintain and upload photos, videos and notice of events on the GRB's social media, including Facebook, Twitter, YouTube (and Flickr - next).
6. Assist the Project Director with planning, designing, developing, editing, producing, and disseminating project products and reports, including public outreach materials (particularly directory, leaflets and explainer video), training materials and guides, website content, project reports and presentations and other project information and communication; working in conjunction with external graphic design consultants, printers, and other technical support sources as necessary.

D. General Administrative/Financial Support:

1. Provide support and assistance in various aspects of administrative and financial management of the GRB projects.
2. Undertake other tasks assigned by the Project Manager and/or Project Director.
3. Provide support to PWDC as requested.

DESIRABLE QUALIFICATIONS

- University degree 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.