



TERMS OF REFERENCE

Women's Empowerment and Leadership (WEL) Programme

Project Officer - Briged Wanita Pulau Pinang

BACKGROUND

The Women's Empowerment and Leadership (WEL) Programme of PWDC is one of two core thrust areas of the organisation's work. The WEL Programme's specific objectives include developing the capacity of existing and potential women leaders, facilitating the availability and effective access of support structures empowering women, especially for those from low income groups, and networking and collaborating with other stakeholders to achieve the vision and mission of the organisation.

It is under this WEL programme that the Penang State Government has parked its latest initiative to support women in the state, namely Briged Wanita Pulau Pinang or the Penang Women's Brigade (BWPP). BWPP is a voluntary body set up under the state government to protect the welfare and interests of women throughout all areas of Penang. Its key objectives and activities are the registration women as follows : single mothers for the state government's single mothers' aid programme, full-time homemakers below the age of 60 for the state government's reward programme, women above 35 for free mammogram services and women eligible for state government microcredit financing through PDC's Projek Titian Saksama Rakyat. All Malaysian women aged 18 and above residing in Penang are eligible to join BWPP subject to terms and conditions. Registration is to be effected through the Service Centre of the local MP, ADUN or Penyelaras KADUN. PWDC functions as the Secretariat of the BWPP State Level Working Committee chaired by YB Chong Eng, and serves as the focal point between the MP, ADUN or Penyelaras KADUN Service Centres and the Committee.

BWPP was officially launched by the Honourable Chief Minister of Penang, YAB Tuan Lim Guan Eng on 22nd June 2013. The launch was followed by a series of Induction Trainings, beginning with a statewide training on 22nd June 2013 itself and followed by district-level trainings, including in the Mandarin language, for members of the BWPP and representatives of MP, ADUN and Penyelaras KADUN Service Centres, during which participants were briefed on the relevant state government programmes and the work processes involved. Participants also received training on basic concepts of gender, good

governance and women's leadership in the community. By the end of 2013, Induction Trainings in Bahasa Malaysia are expected to be completed in all five districts of the State. Induction Trainings in the vernacular languages of Tamil and Mandarin are also being planned.

The post of Project Officer - Brigid Wanita Pulau Pinang is a full-time position. The Project Officer, under the supervision of the WEL Programme Manager, will coordinate all the organisation's work pertaining to Brigid Wanita Pulau Pinang. The Project Officer will be accountable to the WEL Programme Manager, the CEO of PWDC and any other person duly authorised or designated by the CEO.

DUTIES AND RESPONSIBILITIES

The Project Officer – Brigid Wanita Pulau Pinang shall be responsible for the following tasks:

1. Planning and Organising All Activities Relating to Brigid Wanita Pulau Pinang for PWDC

- Work with the WEL Programme Manager to plan the programme and identify resource persons (including speakers and trainers) for each activity.
- Follow-up with identified resource persons to ensure their availability and confirmation.
- Make any necessary follow-up initiatives to fill programme gaps.

2. Liaising with MP/ ADUN / Penyelaras KADUN Service Centres

- Issue invitations, contact and follow up with the MP / ADUN / Penyelaras KADUN Service Centres in an efficient and timely manner to mobilise and confirm the number and details of participants at each activity
- Prepare and maintain systematic records of participants' details for all activities
- Follow up with and be the focal point for all the MP / ADUN / Penyelaras KADUN Service Centres, participants, and other relevant parties for all related matters

3. Overseeing Logistics and Press Arrangements

- Identify and book suitable venues for activities
- Liaise with the training venue personnel to ensure optimal provision for all aspects of the trainings, including plenary and break-out sessions, dining areas and meal times, reception areas, press and private meeting facilities, registration facilities, and ensure that all other logistical and technical requirements including lighting, equipment and other requirements are ready and in place.
- Identify, book and oversee suitable caterers and meal arrangements for the trainings, subject to PWDC's guidelines and standard operating procedures
- Oversee the production and coordination of publicity materials such as banners, streamers and/or other signage for activities.
- Oversee production of the content of training folders, press kits and oversee arrangements for the preparation of name tags, presentation materials, notebooks, registration lists, seating cards, and other logistical requirements for activities.

- Arrange audio-visual equipment, overhead projection, autocue and/or recording facilities as decided by the programme team.
- Arrange translation/interpretation facilities where necessary.
- Prepare, attend to and oversee the administration and collection of participant evaluation / feedback forms.
- Prepare, issue and oversee press invitations, press statements and press liaison during the activity (including handling press conferences).

4. Documentation and Database

- Map and keep records of the relevant details of each Kawasan Parlimen and KADUN, including contact details of the MP / ADUN / Penyelaras KADUN Service Centre.
- Assist the Programme Manager in producing suitable templates and forms for data collection and storage, towards building a systematic and effective database for Briged Wanita Pulau Pinang for the state government, and attend to the same.
- Produce a written report of each activity within required deadlines
- Keep proper documentation, files, and records for Briged Wanita Pulau Pinang induction trainings and other related activities.

5. Secretarial Functions for the Briged Wanita Pulau Pinang Working Committee

- Assist the WEL Programme Manager in calling for meetings, preparing agendas, taking and circulating minutes, and following up on meeting decisions.

6. Others

- Attend to any other tasks assigned by the WEL Programme Manager, the CEO and/or any other person duly authorised or designated by the CEO.

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.