

## **Chief Executive Officer**

Penang Women's Development Corporation (PWDC) is a state-funded body established to mainstream gender into the policies and programmes of all sectors in the state of Penang. This will be achieved through research and advocacy of gender responsive policies, capacity development, and women's empowerment and leadership programmes. PWDC works in smart partnership with all levels of the Penang state and local governments, non-governmental and community-based organisations, the academe, the private sector and the public.

We are currently recruiting a Chief Executive Officer (CEO) to lead a dynamic and talented team in delivering our mission and vision. Reporting to the Board of Directors, the CEO serves as Head of the organisation, and works full time from our office in Penang.

## **Roles and Responsibilities**

### **Overall Management :**

- Serve and support the Chair for the state EXCO of Women, Family & Community Development.
- Provide support and services to the Board on the long term strategy and implementation of key decisions made.
- Set organizational structure, goals and strategic directions for PWDC.
- Recommend short & long term policies, directions and development of PWDC.
- Manage the organizational budget, financial and resource utilization of PWDC.
- Report to the Board of PWDC's progress and recommend corrective actions on issues affecting the organization.
- Oversees day-to-day management of operations, organizational staffing, policy and programme development for PWDC.

### **Project Management**

- Ensure PWDC's projects and programmes are in line with the state's mission and goals.
- Provide strategic leadership and technical input to programme development and implementation.
- Ensure PWDC's projects and programmes are in compliance to the relevant state policies and procedures.
- Monitor and evaluates impact of projects and programme outcomes according to PWDC's objectives.

### **People Management**

- Develop and implement equitable and fair employment practices, policies and regulations.
- Provide leadership, counsel and motivation to staff for optimum performance.

- Attract, retain, develop and motivate staff into high potential individuals for future advancement of PWDC and its programmes.
- Perform annual reviews of staff performance and salary recommendations.

### **Communication Management**

- Establish relations and develop rapport with all levels of state heads and policy makers.
- Represent PWDC at state, national, regional and international levels on advocacy issues pertaining to substantive equality and social justice.
- Develop relationship and partnership programmes with the private sector, government agencies and civil society organisations on common issues relating to substantive equality and social justice in and outside Penang.
- Develop and implement strategies for the branding and publicity of PWDC and PWDC's programmes.

### **Required Knowledge, Skills and Experience**

- Tertiary education preferably in the field of gender studies, public administration, social services, community development, and related fields; knowledge in women's rights, gender equality, democracy and governance at the national/local level.
- Ten or more years of related experience in managerial and leadership capacity or its equivalent in educational and training experience.
- Knowledge and familiarity with Government/local authorities, regulators, training-research institutes, non-governmental organisations, private sector and the media.
- Skills in identifying and improving the organisational structure to generate results as efficiently and effectively as possible.
- Skills in effective, clear and persuasive oral and written communication to officials, individuals and the public, in both Bahasa Malaysia and English.

Interested candidates are to submit an application letter enclosing their CV, academic transcripts, state current and expected salary and two work references to the address below by **15 June 2014**. Only shortlisted applicants will be notified.

**PWDC Sdn Bhd (966791-W)**  
**Penang Women's Development Corporation**  
**(Application for Chief Executive Officer)**  
 Tingkat 47, KOMTAR. 10503 Pulau Pinang  
 Tel: 04-2612835; Fax: 04-2612839.  
 Email: [recruitment@pwdc-1.org.my](mailto:recruitment@pwdc-1.org.my)