

## **PROJECT OFFICER, CHILD RIGHTS AND CHILDCARE UNIT (CRCU)**

### **Terms of Reference**

The **Project Officer, Child Rights and Childcare Unit**, will assume the following primary responsibilities:

1. Assist in planning, establishing and developing the Child Rights and Childcare Unit (CRCU);
2. Assist in developing a strategy and workplan for promoting child rights and child welfare in Penang;
3. Under the supervision of the CRCU Director, conduct an advocacy campaign to highlight issues of child rights in Penang;
4. Implement all projects and activities under the Child Rights Programme of the CRCU;
5. Assist in implementing all action items of the Penang Childcare Policy and Action Plan;
6. Represent PWDC in meetings, discussions and other activities where assigned by the CRCU Director and/or the CEO;
7. Network with government agencies, NGOs and other stakeholders to promote the objectives of the CRCU in particular and PWDC in general;
8. Undergo training and other capacity development activities as and when required by the CRCU Director and/or the CEO;
9. Assist the Office of the Penang State Exco for Youth and Sports; Women, Family and Community Development in the implementation of its programmes as and when required; and
10. Any other work assigned by the CRCU Director and/or the CEO not mentioned specifically herein.