

PROJECT OFFICER, GENDER POLICY AND ADVOCACY (GPA) PROGRAMME

TERMS OF REFERENCE

The **Project Officer, Gender Policy and Advocacy (GPA) Programme**, will assume responsibility for the following duties:

1. Assist in implementing the work plan(s) of the GPA Programme, in particular, mobilising for the adoption and implementation of the Penang Gender Policy and Action Plan;
2. Coordinate and run, where assigned, workshops, seminars, conferences and other relevant activities pertaining to the work areas of the organisation and to the GPA Programme;
3. Under the supervision of the CEO, undertake research and publication on priority issues identified by the GPA Programme;
4. Attend to the proper documentation (filing, record-keeping, archiving, maintaining the common calendar of activities and events and so forth) of activities falling under the Project Officer's primary portfolio and any other activities the CEO;
5. Where applicable, translate documents and/or interpret verbal communications, from the vernacular language(s) the Project Officer is proficient in, into English and/or Bahasa Malaysia, and vice versa, as and when requested by the CEO or any person designated by her;
6. Represent PWDC in meetings, discussions and other activities where assigned by the CEO;
7. Network with government agencies, NGOs and other stakeholders to promote the objectives of the GPA Programme in particular and PWDC in general;
8. Undergo training and other capacity development activities as and when required by 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 CEO and/or the Chair and Members of the Board of Directors not mentioned specifically herein.