

## **PROJECT OFFICER, WOMEN'S EMPOWERMENT AND LEADERSHIP (WEL) PROGRAMME**

### **TERMS OF REFERENCE**

The **Project Officer, Women's Empowerment and Leadership (WEL) Programme**, will:

1. Provide substantive input into specific areas of the WEL Programme's workplan(s), including through the preparation (drafting, collating, editing and so forth) of reports, training and other capacity development modules and materials, articles, press statements, website content, database content and other key documents and pieces of information related to the work areas of the organisation and to the WEL Programme, particularly within the Project Officer's primary portfolio;
2. Coordinate and run, where assigned, trainings, workshops, seminars, conferences and other relevant activities pertaining to the work areas of the organisation and to the WEL Programme, particularly within the Project Officer's primary portfolio and, where applicable, in the vernacular language in which the Project Officer is proficient;
3. 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 assigned by the WEL Programme Manager and/or the CEO;
4. Oversee the logistical arrangements for all activities falling under the Project Officer's primary portfolio and any other activities assigned by the WEL Programme Manager and/or the CEO, including arranging for meetings (issuing notices, preparing agendas, taking minutes and so forth), issuing activity invitations, overseeing bookings and arrangements for activity venues and accommodation, refreshments and other needs of participants, and so forth;
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 the case may be, as and when requested by the WEL Programme Manager and/or the CEO;
6. Represent PWDC in meetings, discussions and other activities where assigned by the WEL Programme Manager and/or the CEO;
7. Network with government agencies, NGOs and other stakeholders to promote the objectives of the organisation;

8. Undergo training and other capacity development activities as and when required by the WEL Programme Manager and/or the CEO;
9. Assist the Office of the Penang State Exco for Youth and Sports; Women, Family and Community Development as and when required; and
10. Any other work assigned by the WEL Programme Manager and/or the CEO not mentioned specifically herein.