



INTERNATIONAL WOMEN'S RIGHTS ACTION WATCH ASIA PACIFIC (IWRAW Asia Pacific)

CALL FOR APPLICATIONS: PROGRAMME OFFICER FOR COMMUNICATIONS,

International Women's Rights Action Watch, Asia Pacific (IWRAW Asia Pacific) is a women's human rights organisation based in Kuala Lumpur. We work with women's rights organisations and a range of other institutions to bridge the gap between the promise of women's human rights articulated in the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the actual realization of these rights. IWRAW Asia Pacific's core programme, the *From Global to Local*, encourages civil society organisations' engagement with the CEDAW Committee in the CEDAW review process. This programme is complemented by our thematic areas of work that make sure that we and our partners keep abreast of changes in the economic, social, political and cultural issues that influence women's rights at a national, regional and international level. They include programmes on Business and Human Rights, Women's Economic Rights, Conflict, Violence Against Women, Universality and Fundamentalism/Extremism and also a thematic programme on the Sustainable Development Goals (SDGs).

IWRAW Asia Pacific works through a team of 12 persons based in Kuala Lumpur, and a network of women's rights activists who act as resource persons to the organisation's work. Communications is essential to IWRAW Asia Pacific's work, for our advocacy, and support to women's rights groups, as well as for broadening our constituency and our funding base.

The Communication Officer will work closely with IWRAW Asia Pacific's Programme Officer (Sustainable Development) who is responsible for the organisation's overall information and communication work, and who has led the development of the organisation's communication strategy. The communication strategy identifies key audience groups, and focuses on the most appropriate means of communication with them. It also focuses on the inflow of information to the organisation, ensuring that the IWRAW Asia Pacific team continues to be up to date on issues that affect gender equality and the lived experience of women, especially women in the global south, and women who face intersectional forms of discrimination.

Key Responsibilities

Overall

- Take responsibility for day-to-day activities of the implementation and monitoring of IWRAW Asia Pacific's Communication Strategy
- Collect information required to make the periodic assessments on how communications support the organisation's partners and leverages the issues of substantive equality and non-discrimination.
- Contribute to the organisational thinking around IWRAW Asia Pacific's core work around CEDAW, and the thematic areas.

Qualifications and Experience

The Communications Officer must be a keen information seeker, with a strong interest in gender equality and other areas of IWRAP Asia Pacific's work, and an awareness of the implications of changes in ICTs and new media.

Essential requirements

- Passion for, commitment to, and understanding of women's rights issues and willingness to learn about CEDAW and its usefulness in progressing the women's rights agenda.
- At least two years of relevant experience;
- Degree or equivalent in communications, journalism, English studies.
- Demonstrated capacity to engage with new media and technology/online interventions and experience in implementing social media strategies
- Excellent written, interpersonal and presentation skills in English are non-negotiable
- Organised, with the ability to manage periodic high workloads; ability to prioritise and work effectively, efficiently, diplomatically and calmly; and quick to understand and optimise new skills, processes and procedures;
- A team-player, displaying initiative, results-oriented, known for quality work, working with integrity, and treating people with fairness and respect

The following qualifications and experience will be an advantage

- A prior working knowledge of CEDAW
- A Degree in law, social science
- Experience of using information and communication technology and social media as principal channels for advocacy, media engagement and outreach; any experience of e-learning platforms
- Strong research and analytical skills
- Demonstrated capacity in the development, editing and production of publications and digital resources for a variety of audiences
- Broad-based media/communications experience, including in maintaining relationships with the corporate and alternative media, developing information media resources and products, and organising events;
- Experience in drafting annual reports and donor reports
- Managing budgets

IWRAP Asia Pacific offers a competitive remuneration and benefits package, and the opportunity to be part of a dynamic and growing team of young feminist professionals. The remuneration is between RM 2700 to RM 3500, depending on experience and skills. A detailed job description is available on our website www.iwraw-ap.org. If you are interested in joining us please send your curriculum vitae along with a cover letter stating briefly why you think communications is important to an organisation like IWRAP AP and what you can contribute together with samples from your portfolio to: liping@iwraw-ap.org by 15 October 2017.