

JOB DESCRIPTION

Senior PROGRAMME OFFICER (PMEL)

1. Organizational Context

The Asian- Pacific Resource and Research Centre for Women (ARROW) is a non-profit women's NGO with a consultative status with the Economic and Social Council of the United Nations. Based in Kuala Lumpur, Malaysia, ARROW has been working since 1993 to champion women and young people's sexual and reproductive rights in partnership with women's rights organisations, youth-led and youth-serving organisations, and NGOs working on gender equality and sexual and reproductive rights. ARROW occupies a strategic niche in the Asia-Pacific region and globally as a South-based, feminist, and women-led organisation that focuses on the equality, gender, health, and human rights of women.

ARROW works on gender equality and women's rights, from the essential and critical locus of women's bodily integrity and bodily autonomy, which enable women and girls to freely decide on matters of sexuality and reproduction, and have the right to consent and the right to a life free from all forms of violence and exercise control over the choices and decisions around sexuality and sexual and reproductive health and rights. To respect, protect and promote sexual and reproductive rights, and sexual and reproductive health is an integral pathway to ensuring gender equality, bodily integrity and bodily autonomy of women. Understanding fully well that issues of bodily integrity and autonomy are inter-linked, ARROW also looks at the intersectionality of gender with issues, such as poverty, food security and sovereignty, climate change, disability, conflict, and religion.

Through our information and communications and advocacy programmes, we are able to reach key stakeholders in more than 120 countries worldwide. See www.arrow.org.my for more information.

ARROW's Vision:

An equal, just and equitable world where women, non-binary people, and young people in all our diversities enjoy our full sexual and reproductive rights in the Asia Pacific region.

ARROW's Mission:

To promote and defend women's, non-binary people's and young people's rights and needs, particularly in the areas of sexuality and health, and affirm their agency to claim these rights.

Long-term Objectives:

Systems, policies and programmes are reoriented to:

Upholding gender equality and sexual and reproductive rights; and

Ensuring that health systems deliver comprehensive, gender-sensitive, rights-based and youth friendly services for sexual and reproductive health that are accessible, just,

equitable and of the highest quality.

Women's, non-binary people's, young people's and civil society organisations are strong and effective in:

- Conceptualising and clarifying perspectives on sexual and reproductive rights and larger development issues that impact women, non-binary people and marginalised communities
- Influencing policy agenda that affirms women's, non-binary people's and young people's sexuality and rights;
- Holding governments and donors accountable to international and national commitments and obligations
- Gaining sustained participation and representation in decision-making spaces.
- Women, non-binary people's and young people's lives and health outcomes improve, particularly in the area of SRHR, especially for the poor and marginalised.

Practice Principles:

All staff employed by ARROW are expected to have an active commitment to the advancement of women's rights and well-being, particularly related to sexual and reproductive rights. It is expected that this commitment will be evident in the interactions with the community of stakeholders advocating for change to social, environmental, political and financial barriers to health of the women of Asia and the Pacific. ARROW staff members are also expected to abide by ARROW's anti-corruption clause, and ARROW Policy against Sexual Harassment Sexual Abuse and Sexual Exploitation (PSHAE) ARROW's values and principles, and be guided by the ARROW Management and Administrative Policies and Procedures (MAPP).

2. ROLE CONTEXT

The role of the Senior Programme Officer (PMEL), is integral to the organizational working of ARROW and contribute to the overall growth and effectiveness of the programme and organisation in achieving its vision, mission and long-term objectives.

The role of the Senior Programme Officer (SPO) PMEL is to ensure effective implementation of ARROW's feminist PMEL framework for effective programme and project activities of ARROW including contributions to the reports to funders of respective projects. The SPO PMEL will coordinate results and data collection and analyse the data for Impact, including organising learning session within the organization. The role also include coordination and development of publication outputs that involve PMEL components such as the ARROW quarterly, annual reports and annual result based frame. The role further includes coordinating the regular project and programme evaluations and learning of ARROW including contribution to the ARROW strategic planning processes. The SPO will also take lead in the organizational annual planning and evaluation processes. The position is also responsible for leading coordination of the finalization of annual indicators in line with ARROW's strategic plan (2022-2026)

The Senior PO will be reporting to the designated Programme Manager, and will closely work with the Programme Director, Operations Director, Deputy Executive Director and Executive Director. The SPO will also work closely with ARROW's partners, collaborators, network members as and when necessary and entire members of the ARROW team, including the Administrative and Finance team, as well as any relevant consultants, interns as required.

The position's specific responsibilities are further implementation of the feminist PME framework and the Learning Agenda of the overall ARROW programme including the management of the Management Information System (MIS) of ARROW. The position will also bear responsibility for sound cooperation and coordination with the various programmes of ARROW regarding reporting requirements such as year plans (operational plans and budgets), reports and collecting lessons learned.

3 RESPONSIBILITIES OF THE POSITION

3.1 Lead implementation of ARROW's feminist PMEL

- Work with all staff to ensure that their reporting needs are being met;
- Develop systems for monitoring, consolidating and analysing impact of the work of the organization together with the Managers and other programme staff;
- Contribute to the reports to funders of respective projects, and also compile key lesson learnt from these initiatives;
- Coordinate and participate for regular monitoring of data collection, analysis and reporting for respective projects and programmes;
- Support and participate in project/program quarterly program review and mid-term and end evaluations (both internal and external) as required;
- Coordinate and develop publication outputs that involve PMEL components such as the ARROW quarterly, annual reports and results-based frame.
- Lead coordination of the annual indicators in line with ARROW's strategic plan (2022-2026)
- Provide timely and relevant feedback for all program and project components and ensure alignment to ARROW's quality standards;
- Identify gaps in capacity for collection of outcomes and impact data and regularly orient and train the programme team to ensure that relevant data is captured and highlighted.
- Support the regular project and programme evaluations of ARROW including contribution to the ARROW strategic planning processes.
- Manage of the Management Information System (MIS) of ARROW

3.2 Project Coordination/Management

- Assist to develop and implement project review, monitoring and evaluation mechanisms;
- Provide inputs to the narrative reports for ARROW's own and funders' requirements;

- Manage the development of quarterly progress reports and annual organizational reports.
- Liaise with, and provide appropriate guidance, supervision and coordination to any consultants, short-term contractual personnel, to ensure high quality PMEL outputs, such as evaluations etc.
- Identify and resolve challenges that arise, consulting the Programme Manager and other ARROW staff as needed;
- Report regularly to the Programme Manager, on the progress of activities/tasks assigned, and to inform on any issues, which are potentially detrimental to the organisation;
- Regularly and accurately update the MIS in a timely manner.

3.3 Partnership Management

- Build and sustain harmonious relationships with the project partners, collaborators and network members taking into consideration ARROW's partnership principles.
- Maintain regular communications with the project partners as required.
- Support the partners deliver high quality project outputs in a timely manner.

3.4 Capacity Building and Advocacy

- Conceptualise, organise and implement PMEL workshops as required and plan in collaboration with the supervisors and Programme team with the support of consultants and other staff as needed.
- Support partners in various ways to ensure strengthening of their capacities in delivering quality outputs and outcomes in respective narrative reports.

3.5 Evidence Generation and Publications Development

- Coordinate the QPRs/ Annual Report, update of results-based frame annually and regular learning session of ARROW and relevant products/publications that involve PMEL components.

3.6 Organisational Development and Team Tasks

- Coordinate and implement, monitoring and evaluation of ARROW's strategic plan.
- Contribute to other shared programme tasks of ARROW, such as joint advocacy planning and development, information scanning, visitor orientation, publication outputs, promotion of ARROW, and others.
- Contribute to mid-year, annual and long-term strategic planning.
- Lead or assist in the planning, implementation and evaluation of programme meetings, such as the annual Programme Advisory Committee Meeting, and Partners' meetings.

- Contribute to and participate in organisation-wide tasks, such as staff meetings, staff capacity development activities, annual retreat, evaluation and planning meeting, staff representation at Management Team and Board of Directors' meetings, visitor orientation, and others.

3.7 General/Others

- Seek and manage input from the Programme Team, the Programme Advisory Committee, Board, partners, as well as other relevant parties, as needed, on work assigned.
- Managing correspondences related to the post, ensuring that the Programme Manager is copied to these; filing and administrative work related to the performance and reporting of the position.
- Identify with the Programme Manager in the development of appropriate key performance indicators for the position.
- Performing any other tasks as assigned by the Programme Manager.

4 ACCOUNTABILITY

The Senior Programme Officer is directly accountable to the designated Programme Manager,

REQUIREMENTS FOR THE POSITION

- Minimum 6-10 years of relevant experience, including experience in multi-country project management demonstrate knowledge and experience of PMEL in advocacy and human rights
- Degree or equivalent standard of education in development, public health, gender and women's studies, social science, PMEL professional experience relevant for the position and at a similar level or any related field.
- Excellent written, verbal and presentation skills (fluency in English is essential; knowledge of other UN languages and key Asia-Pacific languages a plus).
- Energetic, flexible, collaborative, proactive, sense of humor; who can positively and productively impact both strategic and tactical programme initiatives
- Strong PMEL skills, and the ability to summarise and simplify complex information into an accessible form, strategic, analytical, creative and will proactively take initiative to develop new approaches for advocacy PMEL Ability to develop and deliver trainings related to PMEL
- Knowledge, and strong understanding of sexual and reproductive health and rights issues, as well as women's rights and gender studies, human rights and/or related fields.
- Knows how to use a rights and justice framework, and is familiar with commitments related to SRHR, regionally and internationally
- Good ICT skills - word, excel, PowerPoint, online and social media.
- Excellent planning and organisational skills;
- Creative thinker; enthusiastic, a self-manager, displays initiative, results-oriented, an information seeker, works with integrity.

- Excellent interpersonal, collaborative and team player skills, with ability to influence and negotiate; treats people with fairness and respect.
- Would be able to commit to staying and growing with us for a minimum of two years.
- Excellent training and coaching skills preferable