



JOB DESCRIPTION

PROGRAMME OFFICER

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 Programme Officer (PO) is to lead the coordination of planning, implementation and evaluation of programme and project activities including

reports to funders and to ARROW and to provide substantial contributions to publication outputs. The role also includes developing and sustaining partnerships for the area of work responsible for. The PO also has to coordinate and facilitate timely and accurate responses to advocacy opportunities at the regional and global levels. As part of the programme team, the role is also to contribute to the overall growth and effectiveness of the programme and organisation in achieving its long-term objectives through assisting in programme meeting and other activities.

The PO will be reporting to the Programme Team Lead and will be working closely with project's national partners and relevant networks, other members of the ARROW team, including the Administrative and Finance team, as well as any relevant consultants, interns and outside vendors.

3 RESPONSIBILITIES OF THE POSITION

3.1 Project Coordination/Management

- Ensure high quality development and implementation of Annual Project Work Plans, and review and revise them periodically as the need arises.
- Develop and implement project review, monitoring and evaluation mechanisms.
- Prepare high quality narrative reports following ARROW and funders' requirements, as well as contribute to quarterly progress report and annual organisational reports.
- Manage and monitor project budgets and disbursements, and work with the Finance team in developing accurate financial reports and their timely submission to donors.
- Co-ordinate contracts, terms of references (ToR) and agreements related to projects.
- Build and sustain relationships with donors for initiatives being handled.
- Liaise with, and provide appropriate coordination to any consultants, other ARROW programme/project officers related to outputs that are part of the project.
- Liaise with, and provide appropriate guidance, supervision and coordination to any consultants, short-term contractual personnel, vendors and interns to ensure high quality and timeliness.
- Troubleshoot on any problems 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.

3.2 Partnership Management

- Build and sustain harmonious relationships with the project partners, taking into consideration that they are also ARROW's partners for other projects and that most of them are long-term partners, and taking into consideration ARROW's partnership principles.
- Maintain regular communications with the project partners.
- Ensure that partners deliver high quality project outputs in a timely manner.
- Ensure that partners submit project technical and financial reports that comply with ARROW and donors' requirements.
- Provide support to partners to enable them to perform and fulfil project outputs.
- Find solutions to meet project requirements as needed.
- Build and sustain movements on SRHR and intersectional issues.

3.3 Capacity Strengthening and Advocacy

- Conceptualise, organise and implement project meetings and capacity-strengthening workshops in collaboration with the Programme Manager and with the support of consultants and other staff as needed.
- Support partners in various ways to ensure strengthening of their capacities.
- Lead the projects' advocacy planning and implementation, particularly for global and regional advocacy. This may include organising and managing face-to-face and online advocacy and knowledge sharing events, such as meetings, satellite and parallel sessions, round table discussions, publications launch, and others.
- Contribute to ARROW's advocacy efforts by leading the writing of position papers, campaign statements, calls to action, outcome documents and similar outputs related to the project, and contributing or leading the writing for such organisational outputs.
- Represent ARROW among its stakeholders at meetings and conferences nationally, regionally and internationally.

3.4 Evidence Generation and Publications Development

- Conceptualise and develop evidence generation and knowledge products/publications for the project
- Seek and manage input from ARROW programme team, Programme Advisory Committee, reviewers and other key people to be able to develop high-quality evidence generation and knowledge products.
- Liaise with consultants, as well as other info-com team members and other ARROW staff as needed.

3.5 Organisational Development and Team Tasks

- Support the implementation, 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.
- In collaboration with the Executive Director, Deputy Executive Director, Programme Director and Programme Manager, provide substantive contributions to the development of funding proposals if and when required.
- Support partners in their monitoring and evidence generation work.

3.6 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 copy furnished to these; filing and administrative work related to the performance and reporting of the position.
- Participate in negotiations with the Programme Manager in the development of appropriate performance criteria for the position.
- Performing any other tasks related to meeting ARROW's strategic plan.
- Performing any other tasks as assigned by the Programme Manager.

4 ACCOUNTABILITY

The Programme Officer is directly accountable to the programme team lead.

REQUIREMENTS FOR THE POSITION

- 8 to 12 years of relevant experience, including experience in multi-country project management at the regional level.
- Degree or equivalent standard of education in development, public health, gender and women's studies, social science or any related field.
- Has capacity to conceptualise and implement a strategy for evidence-based advocacy at the national, global and regional levels to build support and commitment to SRHR in the ICPD post-2015 development agenda/framework.
- Excellent written, verbal and presentation skills (fluency in English is essential; knowledge of other UN languages and key Asia-Pacific languages a plus).
- Strong research and analytical skills, and the ability to summarise and simplify complex information into an accessible form, such as position statements, outcome documents, campaign statements and advocacy briefs for social change.
- Ability to develop and deliver trainings related to advocacy and/or research.
- Passion for, commitment to, 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; in particular, expertise on universal access to SRHR and on religious fundamentalisms' impact on SRHR is highly desirable.
- Knows how to use a rights and justice framework, and is familiar with commitments made within international human rights instruments such as but not limited to ICPD PoA, Beijing Platform of Action SDGs, CEDAW and UPR.
- Has worked in and has knowledge of the socio-cultural-economic-political context of the Asia region, particularly in these countries: Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Lao PDR, Maldives, Malaysia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam.
- Good ICT skills - word, excel, powerpoint, online and social media - needed; skills in publishing, video editing and photography a plus.
- Excellent planning and organisational skills; is flexible and can manage a periodic high workload; ability to multi-task, prioritise and meet multiple deadlines; can work effectively, efficiently, diplomatically and calmly in a multi-cultural environment; and can quickly understand and optimise new skills, processes and procedures.
- Creative thinker; enthusiastic, a self-manager, displays initiative, results-oriented, known for quality work, 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.
