

Vacancy Announcement

Position : Assistant Programme Executive
Location : Keningau, Sabah
Reporting line : Senior Programme Officer

Organization's Background:

Global Shepherds Berhad is a non-profit organisation that offers shelter, counselling and support services to women who are experiencing sexual gender-based violence, and those who are human trafficking survivors, asylum seekers, refugees, and migrant workers. The organisation is also involved in advocacy work, regularly highlighting to policymakers the need for reforms that address the plight of women and children at risk.

Policy Statement: GSB does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All staff of the organisation will receive annual training and be provided sufficient information on this company policy to ensure strict compliance.

General Position Summary: The role of the Assistant Programme Executive is to manage projects and activities related to community development and empowerment with a focus on strengthening safe guarding and protection of women and children who are at risk and vulnerable in the spirit of Global Shepherd's Vision, Mission and Core Values.

Roles and Responsibilities: The Assistant Programme Executive will be under the direct supervision of the Senior Programme Officer and will work closely with the Global Shepherds' outreach team in Sabah to implementation community outreach projects.

The roles and responsibilities will include:

a. Community mapping and assessments

- Work closely with the communities to collect information from communities about protection concerns, challenges and coping mechanism by conducting community mapping, profiling and community assessment.
- Develop appropriate data collections tools to ensure effective and reliable information is collected and is used for design of suitable projects, training programmes, monitoring of projects as well as for advocacy and research.
- Draft community assessment reports to ensure that information is current and relevant to strengthen on-going development programmes.

b. Implementation of programme and activities

- Design, develop, implement and monitor community-based programmes and projects that incorporates a rights-based approach and applies trauma informed and victim centred principles.
- Prepare annual programme/project budget and revisions where and when required during the project year.
- Document the project/programme outcomes and maintain the reports according to the organisation's standard practices.
- Highlight and bring to the attention of management concerns and problems that arises during the project cycle especially during regular dialogue sessions to identify solutions.

c. Support the volunteer management programme

- Work closely with the Senior Programme Officer to promote, identify and place volunteers under suitable community projects.
- Work with the outreach team to design appropriate orientation and training sessions for the volunteers and to ensure regular briefing of the key safeguarding policies and code of conduct for volunteers.
- Conduct regular meetings with volunteers to gather feedback on projects and provide support.

d. Partner Networking

- Establish regular communication with partners to promote collaboration to support development work with the communities including civil society organisations, Government agencies, private sectors and faith-based groups
- Support the outreach team to maintain a partner database.

e. Others

- Any other duties assigned by the Senior Programme Officer and /or the Executive Director.

Requirements:

- Minimum a Diploma in Social Work or related field with atleast 1 year of work experience in related field.
- Prior experience in community work is an advantage
- Keen interest and experience in community development issues, especially in working with at-risk community
- Good command of English and Bahasa Malaysia skill both written and speaking,
- Good interpersonal, facilitation and communication skills are essential
- Ability to work both independently and as a team.

Please address your application to the Administration Unit and send to the following email address:
info@globalshepherds.my