

Vacancy Notice

Position : Communication cum Monitoring & Evaluation (M & E) Executive
Reporting to : Executive Director

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.

General Position Summary:

The Communication cum Monitoring & Evaluation (M&E) Executive is responsible for strengthening Global Shepherds' communication efforts and ensuring effective monitoring of programmes to support accountability, learning and organisational growth. The role involves delivering timely and impactful communication to stakeholders, including Board members, staff, volunteers, benefactors and partners, while promoting the organisation's Vision, Mission and Core Values. The Executive will also oversee programme monitoring processes, ensuring quality data collection, timely reporting, effective tracking of project progress and achievement of intended outcomes in an efficient and cost-effective manner.

Policy Statement: Global Shepherds Berhad 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.

Role and Responsibilities:

The Communication cum Monitoring & Evaluation (M & E) Executive will be under the direct supervision of the Executive Director.

The roles and responsibilities will include:

a. Communications

- Develop and implement the organisation's communication strategy and annual communication plan.
- Produce high-quality communication materials including annual reports, donor reports, brochures, website content and social media content.
- Document program achievements through stories of change, case studies, photographs and videos while ensuring informed consent and safeguarding standards.
- Ensure consistent organisational branding and messaging across all communication platforms.
- Maintain and update the organisation's website and social media channels.
- Support advocacy and public awareness campaigns that promote safe migration, anti-human trafficking and child safeguarding.

b. Monitoring and Evaluation

- Monitor all project activities, expenditures and progress towards achieving the project output;
- Monitor and evaluate overall progress on achievement of results;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Executive Director/Project Manager;
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team.
- Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;

c. Any other duties and responsibilities

- Any other duties assigned by the Executive Director.

Requirement /Competencies

- Bachelor's degree in Mass Communication, Communications, Business Administration, Development Studies, Social Sciences, or a related discipline.
- Good written and verbal communication skills in English and Bahasa Malaysia, with the ability to prepare high-quality reports, articles, donor updates and communication materials.
- Strong analytical and critical thinking skills, with the ability to collect, interpret and present quantitative and qualitative data to support programme planning and decision-making.
- Proficiency in Microsoft Office applications, particularly Excel, Word and PowerPoint.
- Demonstrates initiative, creativity and a willingness to learn and continuously improve.
- Committed to the Vision, Mission and Core Values of Global Shepherds and upholds the organisation's safeguarding, confidentiality and ethical stand

Please submit your application to info@globalshepherds.my