

Vacancy Announcement

Position : **Programme Support Staff**
Location : **Selangor**
Closing date : **On-going**

- **Organization's Background**

Global Shepherds Berhad is a non-profit organisation that offers shelter, counselling and support services to women who have experienced 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 and fervently highlighting to policymakers the need for reforms that address the needs women and children who are 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.

Task and responsibilities:

Under the direct supervision the Shelter Supervisor, the Programme Support Staff will be responsible for the following areas of work to support the wellbeing of all programme participants from point of admission until discharge:

1. **Provide care and protection:** Ensure all programme participants feel safe and are supervised and monitored to so they are able to care for and manage their respective needs e.g. keeping their space and personal items clean, maintain personal hygiene etc.
2. **Shelter environment:** Monitor and ensure that the shelter environment is clean, has sufficient basic supplies at all time and provides a safe and comfortable temporary living arrangement.
3. **Physical and mental wellbeing:** Continuously monitor the mental wellbeing and behaviours of all programme participants and immediately bring to the attention of the Shelter Supervisor any incidences that may require immediate and /or urgent attention.
4. **Shelter activities:** Jointly with other the programme participants, plan relevant daily recreational (outdoor and indoor) activities, promote and encourage all programme participants to participate in the planned activities. Help in organizing activities for special event e.g., World Day Against Trafficking, International Women's Day, Independence Day etc
5. **Meals:** In consultation with the Shelter Supervisor ensure sufficient food supply at all time, cultural and religious sensitivity is practice during preparation of meals and to include the programme participants in the preparation of meals.

Additional duties/task.

- a. **Reporting:** In close coordination with the Shelter Supervisor and Senior Programme Support Staff, the incumbent will support in contributing to the mid-term and year end reports and assist in the preparation of annual budgets and budget revisions.
- b. Any other task assigned as required by GSB during the period of employment.

Requirements: Requirement:

- a. SPM or STPM. No experience required as training will be provided
- b. Good interpersonal, communication, and facilitation skills.
- c. Working knowledge of Microsoft applications.
- d. Working knowledge in English and Bahasa Malaysia. Ability to speak in other language is an asset.

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