

## **TERMS OF REFERENCE FOR PROGRAMME OFFICER**

### **Macro Economy, Sustainable Development and Women's Human Rights**

#### **Background and Introduction**

International Women's Rights Action Watch Asia Pacific (IWRAP Asia Pacific) is an international women's human rights organisation based in Kuala Lumpur. We work with women's rights organisations and a range of other institutions to bridge the gap between the promise of women's human rights articulated in the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the actual realisation of these rights. In addition to supporting women's rights organisations to engage with the CEDAW review process as a key space for their advocacy, IWRAP Asia Pacific keeps our partners abreast of changes to the economic, social, political and cultural issues that influence women's rights at a national, regional and international level. We do this through a continuous analysis of the geopolitical context, and through thematic programmes on Access to Justice, Business and Women's Human Rights, Fundamentalism and Extremism Challenges, Peace and Conflict, Rights of Marginalised Women, Sustainable Development, Violence against Women, and Women's Economic, Social and Cultural Rights. Our approach is intersectional, and we are guided by our policy on addressing the rights of marginalised women.

IWRAP Asia Pacific works through a team of 12 persons based in Kuala Lumpur, and a network of women's rights activists who act as resource persons for the organisation's work.

All members of IWRAP Asia Pacific's team are expected to have an active personal and professional commitment to the advancement of women's human rights, and to subscribe to IWRAP Asia Pacific's core values of diversity and inclusion, equality and non-discrimination, respect, integrity and intersectionality.

#### **Key Responsibilities**

The Programme Officer will report directly to IWRAP Asia Pacific's Programme Manager.

#### Overall

1. Contribute to the conceptualisation, planning, coordination and follow-up of the overall strategy of IWRAP Asia Pacific.
2. As and when necessary, serve as a resource person on behalf of IWRAP Asia Pacific in the organisation's convenings, capacity-building activities, advocacy and knowledge creation work, as well as represent, when required, the organisation at conferences, workshops, meetings and other networking events.

3. Undertake any other programmes assigned by the organisation, such as contributing to other Programme Officers' areas of work where required or jointly coordinating activities that are assigned with other Programme Officers.
4. Contribute to the development of programme proposals for fundraising, as well as writing reports to donors, reports on assigned projects, annual report and writing of minutes of meetings.
5. Work with internal advisory groups which provide strategic input into the advocacy and capacity-building strategies of the organisation.
6. Be prepared to travel outside Malaysia.
7. Contribute to IWRAW Asia Pacific's From Global to Local (G2L) programme.
8. Contribute to the overall management and development of the organisation.
9. Coordinate with the Finance and Administration Manager in monitoring and keeping track of programme budgets, ensuring that the spending of programme expenses are in line with donor's approved budget.
10. Be willing to take on other responsibilities as requested by the Executive Director.

### Macro Economy, Sustainable Development and Women's Human Rights

1. Contribute to the development and implementation of a programme addressing the macro economy, sustainable development and women's human rights – developing, managing and implementing a body of work that looks at women's human rights in the context of the global economy and the 2030 development agenda.
2. The programme is expected to include (but may not be limited to):
  - 2.1 Contributing to the growing global discourse about corporate capture by continuing IWRAW Asia Pacific's engagement with stakeholders working on corporate accountability and business and human rights.
  - 2.2 Developing the understanding of IWRAW Asia Pacific and our partners of macroeconomic issues, including issues of taxation, trade agreements, migration, corporate capture of multilateral institutions, and the role of the international financial institutions; and strengthening our advocacy to respond through capacity building, analysis, tool development, networking, dialogue, opening spaces of influence and creating awareness and compliance.
  - 2.3 Implementing IWRAW Asia Pacific's sustainable development strategy, paying special attention to facilitating the Global South Women's Forum on Sustainable Development and taking forward the work initiated on harmonising the human rights and sustainable development frameworks.
  - 2.4 Working closely with the Women's Economic, Social and Cultural Rights programme on overlapping issues.
3. Developing, managing and implementing this portfolio will require:

- a) preparation of a paper on the programme portfolio for sharing within the organisation and its governance bodies, the Board of Directors and the Advisory Committee;
- b) fundraising and budget management for activities under the portfolio;
- c) research and mapping of issues, stakeholders/institutions, and instruments;
- d) coordinating and responding to requests for information, technical assistance, training and support related to various initiatives and fora to build capacity of national NGOs;
- e) developing partnerships with diverse stakeholders such as feminist economists, women's rights activists, social movements and UN experts;
- f) developing resources and materials as well as communications for sharing them with the portfolio's different constituencies;
- g) developing and nurturing a pool of resource persons and experts who can provide strategic support to the portfolio's activities;
- h) monitoring the implementation of the portfolio, its impact and its contribution to the three-year strategy;
- i) preparing narrative reports on the portfolio in general, and specific reports as required;
- j) contributing to the financial reporting, including donor reports and others as required.

## **Person Specification**

### Work Experience

- 3-5 years' work experience in a similar position in a civil society organisation working on women's human rights, labour rights, corporate accountability, trade, the 2030 Agenda or comparable issues.
- Experience of working in a developing country context. Work experience in the MENA or Africa regions will be an advantage.

### Qualification

Legal or Social Science degree from a recognised university, or comparable professional qualifications. A Masters Degree will be an advantage.

### Knowledge and Skills

- Excellent communication skills in English. Knowledge of other languages would be an advantage.
- Knowledge of the human rights system and the 2030 Agenda.
- Knowledge of the global discourse on corporate accountability, trade and taxation would be an advantage.
- Proven skills in fundraising for programmatic work would be an advantage.
- Proven teamworking skills.