



TERMS OF REFERENCE

PROGRAMME OFFICER

Addressing Corporate Accountability and Discrimination in the World of Work

Background and Introduction

The International Women’s Rights Action Watch Asia Pacific (IWRAP AP)’s **vision** is of a world in which everyone enjoys human rights and fundamental freedoms on the basis of equality without discrimination. We are a women’s rights, feminist organisation committed to the full realisation of women’s human rights through the pursuit of equality. Together with other organisations in the women’s human rights movement we act to challenge structures, systems and institutions that violate women’s human rights. We engage in movement building that amplifies women’s voices and activism to create alternative political narratives and spaces.

Our politics push us to disrupt the forces of right-wing populism and extremism, corporate and state capture by organising, mobilising and collaboratively building with women’s groups a body of political knowledge and analysis, so as to demand accountability of state and non-state actors in respect of women’s human rights and gender equality. Our work is rooted in **feminist values** of diversity and inclusion, equality and non-discrimination, respect and integrity, and in the value of recognising the personal strength of women and girls in terms of having faith in ourselves and in other women.

IWRAP AP works through a team of 11 women based in Kuala Lumpur, and a network of women’s rights activists who act as resource persons for the organisation’s work. IWRAP AP’s team members are expected to have an active personal and professional commitment to the advancement of women’s human rights, and to subscribe to IWRAP AP’s core values of diversity and inclusion, equality and non-discrimination, respect, integrity and intersectionality. Members of the team are required to commit to our [Policy on Addressing the Needs of Marginalised Women](#) and to our [Child Protection Policy](#).

The **Programme Officer** will contribute to the organisation’s overall strategy and the activities that intersect with business- and corporate-related human rights obligations, including advocacy and standard-setting initiatives around a legally binding treaty on business and human rights, gender-inclusive implementation of UN Guiding Principles on Business and Human Rights and other relevant mechanisms and instruments. This position is expected to provide leadership to

IWRAW AP's existing project/programme on gender discrimination in the context of work and employment, including sexual and gender-based violence in the workplace, and coordinate a regional campaign for the ratification of ILO's Violence and Harassment Convention (C190). The project-related responsibilities will include close coordination with partners, donor reporting, developing cross-regional, cross-movement strategies, as well as collaboration with wider CSO networks at national, regional and global levels.

Key Responsibilities

The Programme Officer is a full-time position working to support gender equality in the world of work and business and human rights programmes by working closely with women's rights organisations, labour unions and workers' constituencies. The position requires direct involvement in programmatic portfolios related to women and work, economic justice and corporate accountability. Significant coordination with other relevant programmatic portfolios and cross-cutting areas is required. The Programme Officer will work closely with the programme and admin team to contribute to the development of an internal system for monitoring the impact of IWRAW AP's work, organisational resourcing and communications strategy. The Programme Officer will report directly to IWRAW AP's Executive Director and will work closely with other members of the team. The position requires practical expertise in key areas such as project management, fundraising, alliance building, research, and organising convenings.

Overall

- 1) Contribute to the conceptualisation, planning, coordination and follow-up of the overall strategy of IWRAW Asia Pacific.
- 2) As and when necessary, serve as a resource person on behalf of IWRAW 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 activities 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) Be prepared to travel overseas.
- 6) Coordinate IWRAW Asia Pacific's flagship programme From Global to Local (G2L) and annual event Global South Women's Forum when required.
- 7) Contribute to the overall management and development of the organisation.
- 8) Be willing to take on other responsibilities as requested by the Programme Managers.
- 9) Developing, managing and implementing this portfolio will require:
 - a) Review of the inputs on these issues in the Strategic Plan for 2020-2024 and preparing a strategy 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) coordinating and responding to requests for information, technical assistance, training and support related to various initiatives and fora to build capacity of national NGOs;
- d) developing partnerships with diverse stakeholders such as feminist economists, women's rights activists, social movements and UN experts;
- e) developing resources and materials as well as communications for sharing them with the portfolio's different constituencies;
- f) developing and nurturing a pool of resource persons and experts who can provide strategic support to the portfolio's activities;
- g) monitoring the implementation of the portfolio, its impact and its contribution to the five-year strategy;
- h) preparing narrative reports on the portfolio in general, and specific reports as required;
- i) contributing to the financial reporting, including donor reports and others as required;
- j) working closely with all of IWRAW AP's other programmes on overlapping issues.

Responsibilities related to specific programmes and projects

1. Contribute to the develop, manage and implement a body of work that looks at discrimination in the world of work including sexual and gender-based violence (SGBV) and business- and corporate-related human rights violations.
2. Work closely with national partners, women's rights organisations, union members, workers' constituencies, business and human rights movement to connect and take forward the existing local and global activism to address labour and women's rights violations.
3. Represent IWRAW AP in collaborative and networking platforms (serving as focal point).
4. The project leadership and coordination is expected to include (but may not be limited to):
 1. Project implementation
 2. Designing research monitoring and evaluation
 3. Engagement with project stakeholders including country partners, donors and duty bearers
 4. Providing leadership and technical assistance to the project
 5. Budgetary planning and monitoring
 6. Documentation, reporting and knowledge capture
 7. Communications (with donors; internal stakeholders such as strategic country partners and IWRAW AP colleagues; and other actors), providing support to the IWRAW AP communications team for public audiences.

Qualifications, Knowledge and skills

- Legal or social science degree from a recognised university, or comparable professional qualifications.
- Excellent communication skills in English. Knowledge of other languages is an advantage.
- Knowledge of the human rights architecture, of CEDAW principles and labour rights frameworks.
- Proven skills in fundraising, research, campaigning and international advocacy.
- Demonstrable understanding of monitoring, evaluation and learning principles and project implementation, especially in the field of human rights capacity building and advocacy.

Personal

- Proven team working skills
- Proven digital technology skills
- Ability to work independently
- Ability to motivate others
- Ability to work under pressure
- Sense of humour

IWRAP Asia Pacific offers a competitive salary and a stimulating, supportive and feminist working environment. We are looking for individuals with a commitment to social justice and human rights, who can work independently and under pressure, are team players, and have the ability to work in English. Due to movement and other border controls due to the current pandemic, the position can initially begin on the basis of remote working, with a requirement to relocate to Malaysia once circumstances permit.

If you are interested in joining a small, dynamic and diverse team of committed women's rights activists, please send your CV, a covering letter telling us what you will bring to the job, and the names of two referees to recruitment@iwrw-ap.org by **30 September 2021**. Please ensure that you include the title of the position in the subject line of your email. We strongly encourage applications from marginalised candidates including people with disabilities, youth, LGBTIQ people, Black and Indigenous people, migrants and refugees, and candidates from Global South countries particularly in Africa, the Middle East, Latin America and the Caribbean.