



International Women’s Rights Action Watch Asia Pacific

Terms of Reference: Programme Officer & Focal Point for Gender, Equality and Access to Justice

Overall responsibilities of Programme Officers

- a) Contribute to the conceptualisation, strategic focus, planning, coordination and follow-up of the overall strategy of IWRAP Asia Pacific;
- b) Undertake any other strategies/projects/programmes assigned by the organisation, including contributing to other areas of work where required or jointly coordinating activities that are assigned with other Programme Officers;
- c) 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;
- d) Contribute to the development of programme proposals for fundraising, as well as writing reports to donors, reports on assigned projects, contributions to the organisation’s annual report, and writing of minutes of meetings;
- e) Participate in governance process meetings and/or contribute to reporting to these bodies;
- f) Be prepared to travel outside country of residence;
- g) Participate in IWRAP Asia Pacific’s From Global to Local (G2L) programme;
- h) Contribute to the overall management and development of the organisation;
- i) Contribute to the communications strategies of the organisation, including in developing content, materials and publications for the programmes and projects under their supervision;

- j) Be willing to take on other responsibilities as requested by the Senior Programme Manager/ Executive Director.

Specific responsibilities for Focal Point for Gender, Equality and Access to Justice

1. Lead and develop IWRAW AP's approaches, analysis, focus areas and strategies to address access to justice through a feminist lens
2. Provide strategic thinking and direction for the development of the Access to Justice strategy as an overarching organisational approach to women's human rights, equality and non-discrimination
3. Take responsibility for day-to-day activities of the implementation, and for monitoring and assessment, of the A2J strategy. This includes developing, managing and implementing specific programmes and projects, including:
 - A. Providing strategic guidance to Programme Officers
 - B. Monitoring and evaluation for programme and project
 - C. Fundraising and budget management for activities under the programme
 - 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 women's rights activists, social movements, UN experts, state actors, and donors
 - 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 five-year strategy
 - I. Preparing narrative/update reports on the portfolio in general, and specific reports as required
 - J. Contributing to the financial reporting, including donor reports and others as required
 - K. Contributing to the development of online and other resource materials and tools to enhance the support provided by IWRAW AP to its partners.
4. Collect information required to make the periodic assessments on how this programme supports the organisation's partners and leverages the issues of substantive equality and non-discrimination through the legal framework and the adjudicatory system
5. Contribute to the organisational thinking around IWRAW Asia Pacific's core work around CEDAW, and the thematic areas, through the lens of access to justice
6. Work with and support other programme focal points on strategies and activities related to access to justice within their programmes.

To apply, please send a copy of your recent CV, a letter describing why you are interested in this position, and the names of three unrelated referees to recruitment@iwrw-ap.org, to reach us by 10 January 2022.