International Women's Rights Action Watch Asia Pacific

Programme Officer: Capacity Building

Terms of Reference

Job Description – Programme Officer, Capacity Building
Location: Kuala Lumpur / Remote (Flexible, with periodic international travel)
Reports To: Manager, Programmes Strategy

About IWRAW Asia Pacific

IWRAW Asia Pacific is a feminist, Global South women's human rights organization working to advance substantive equality, justice, and the full realization of human rights for all.

For over three decades, we have worked in partnership with movements, organisations, and communities to challenge systems that perpetuate discrimination and inequality. Our work bridges local realities and global human rights mechanisms, strengthening the ability of women and gender-diverse people to claim, exercise, and expand their rights.

We are guided by feminist principles and a deep commitment to inclusion, equity, integrity, and respect for diverse lived experiences. We strive to build a working environment where people feel valued, supported, and able to contribute meaningfully.

Position Summary

The Programme Officer for Capacity Building will contribute to the development and implementation of IWRAW Asia Pacific's capacity strengthening portfolio as part of the broader partnership strategy. The role will support partners, grassroots organisations and movements at local, national and subregional levels to strengthen their engagement with women's human rights and advance long-term structural and normative change towards gender equality.

The portfolio will focus on the following interconnected objectives:

a) strengthening capacity and mutual learning of and between partners and women's rights organisations on the use of CEDAW and international human rights norms for accountability,

b) implementing strategies that focus on how different groups and movement can work together using CEDAW as the rights based, analytical framework
c) developing skills and knowledge resources to enhance regional and cross-thematic/constituency movement building and
d) strengthening organisational knowledge and resources on the three thematics: People, Power and Rights, Climate and Environmental Justice and Feminist Economic Justice to support knowledge and advocacy of IWRAW Asia Pacific and our partners.

Key Responsibilities

1. Capacity Strengthening and Learning Support

- Coordinate and implement national, regional and international training programmes, learning initiatives and other capacity strengthening activities, including responding to requests for ad hoc technical assistance.
- Build the capacity of partners and women's rights organisations to use CEDAW and international human rights frameworks for accountability, movement building and advocacy: through monitoring trends, advisory support, training, knowledge sharing.
- Coordinate IWRAW Asia Pacific's key learning spaces (e.g. Institutes), as well as relevant policy dialogues, thematic meetings and expert group meetings, in consultation with the relevant team members and resource persons.

2. Knowledge and Resource Development

- Coordinating IWRAW Asia Pacific's key learning space ("Institutes") and any other activities undertaken by IWRAW that are relevant to the capacity strengthening/building programme such as organising policy dialogues, thematic meetings and/or expert group meetings, in consultation with the IWRAW AP team
- Work with the programmes team and pool of resource persons to plan and deliver training and technical assistance, ensuring that approaches and methodologies are grounded in feminist and participatory principles.
- Develop accessible, relatable, easy to understand and use resources that are grounded in political analysis

3. Movement Building and Partner Accompaniment

- Contribute to strategies and initiatives that strengthen collaboration and learning across different movements, constituencies and thematic areas.
- Support regional and cross-thematic movement building through the development of relevant skills, knowledge and learning opportunities.

4. Documentation and Reporting

- Coordinate the preparation and finalisation of reports, documentation and evaluations of capacity strengthening activities, including undertaking writing

and editing where required.
- Coordinate with internal teams and external stakeholders to ensure the effective planning and implementation of activities, including managing timelines and logistical requirements.
- Ensure timely donor, project and annual reporting and deliverables

5. Collaboration and Representation

- Represent IWRAW Asia Pacific in relevant forums as required.
- Work collaboratively with colleagues across the programmes team to strengthen the integration of capacity strengthening within IWRAW Asia Pacific's broader partnership and advocacy strategy.

Eligibility Criteria

Global South applicants from countries based in Southeast Asia and the Pacific region are highly encouraged to apply. The candidate, if working remotely, will be required to maintain core working hours (aligning to Malaysia timezone UTC +8 hours) with the rest of the team.

Essential Qualifications

- Master's degree in Social Sciences, Development Studies, Human Rights, and other related fields from a recognised university, or comparable professional qualifications.
- Experience working directly with marginalised and underserved populations at national and grassroots level.
- Understanding of language justice and accessibility is an asset.
- 5-8 years of experience working on women's rights, grassroots mobilisation, movement building, feminism advocacy and collaboration, with at least 3 years of demonstrable experience in leading and developing learning agendas, training agendas and capacity building.
- Strong knowledge and experience in feminist, participatory, and practical approaches and training methodologies.
- Ability to design and conduct meetings and events both in-person and virtually.
- Proficiency in MS Word, MS Excel, and PowerPoint and familiarity with online collaborative tools such as Canva, Miro, and Padlet.
- Excellent oral and written communication skills in English; knowledge of other languages is an advantage, but not mandatory.
- Since IWRAW Asia Pacific's core work focuses on CEDAW and human rights norms and systems, a strong interest in human rights instruments, international law, advocacy and multilateral processes is essential for this position.

The ideal candidate should possess:

- The ability to work both independently and collaboratively with different teams.
- Knowledge and strong work experience in women's rights, movement building, and structural and political issues in the Global South are strongly preferred.

- Demonstrable experience in managing different timelines and requirements and coordinating with multiple stakeholders.
- Prior experience of human rights education and ability to develop, adapt and customize tools and learning experiences
- Flexibility and willingness to adapt to changing priorities, and the ability to meet deadlines.

Work Arrangement & Contract

● Full-time, fixed-term role (renewable, based on performance and funding).
● Probation is for 6 months.
● Flexible / remote working arrangement with periodic international travel
● Collaborative work across time zones in a dynamic, learning-oriented environment
● Salary range: USD 1,500 – 2,000 (inclusive of statutory contribution to the employee provident fund and tax parity).
● Medical, wellness and other allowances (based on Malaysia's cost of living scales).
● Non-financial benefits such as annual leave, medical leave and other leaves.
● Housing allowance (*applicable **only** for those relocating to Malaysia).*

For candidates relocating to Malaysia, IWRAW AP will provide support obtaining the appropriate work permit.

Application Process

● Application Link: https://forms.gle/tv9Df6xu8tA1XjKj9
● Application deadline: 22 November 2026

We anticipate notifying shortlisted candidates by the end of the first week of December 2026. Please note that timelines may be subject to changes, and we appreciate your understanding should there be any delays.

Due to the high volume of applications, IWRAW Asia Pacific is unable to provide individual feedback and notify all applicants individually about receipt and results of their applications.

If you have any questions or difficulty accessing the form, please contact us at recruitment@iwraw-ap