



FAMILY FRONTIERS

Persatuan Kebajikan Sokongan Keluarga Selangor & KL (PPM-011-10-24072020)

Association of Family Support & Welfare Selangor & KL (Family Frontiers)

D-3-33, 8 Avenue Business Centre, Jln Sungai Jernih 8/1, Sek 8, 46050, Petaling Jaya, Selangor
admin@familyfrontiers.org

JOB DESCRIPTION

PROGRAMME COORDINATOR

The Association of Family Support & Welfare Selangor & KL (Family Frontiers) is a registered entity established with the aim of advancing, promoting, and strengthening the family unit so that no family is left behind. Family Frontiers acts as an umbrella body for the Foreign Spouses Support Group (FSSG), which supports and advocates for the rights of foreign spouses married to Malaysian citizens, and the Malaysian Campaign for Equal Citizenship that advocates for equal citizenship rights of Malaysians in binational families

Through the Malaysian Campaign for Equal Citizenship, Family Frontiers works on the following:

- Campaigns for citizenship policies and laws that uphold gender equality
- Advocates and provides support for women in binational marriages, through raising affected women's understanding of their rights and access to justice
- Amplifies the voices of members of the focus population while advocating for reforms to uphold gender equality through capacity building and advocacy initiatives centered on affected persons
- Mobilises national, regional and international action to end gender discrimination in citizenship laws, policies and practices

Family Frontiers works on gender equal citizenship laws—currently with a focus on the issue of rights of Malaysian women to confer citizenship on their overseas-born children on an equal basis as Malaysian men—and the welfare of Malaysian binational families. This is done through direct service, movement and network building, skills and leadership development and advocacy and policy change. Some of Family Frontiers' programme areas include: network building of target community to ensure access to information, peer support and solidarity, engagements with a wide range of stakeholders, media engagement, public awareness, coalition engagement, leveraging United Nations advocacy mechanisms.

Role	Programme Coordinator
Location	Petaling Jaya
Reports to	Lead Coordinator
Period	Fixed-term contract - 12 months with possibility for renewal Probation period - 3 months *To start in October 2022
Key Responsibilities	
1. Coordinate design and implementation of programme activities	
1.1.	Exercise overall responsibility for planning, implementation, coordination and monitoring aspects of programmes.
1.2.	Design and oversee the work plans and budgets for all activities in the programme portfolio and the continuous monitoring of project work plans, including the programme budget and draft financial reports.
1.3.	Coordination and supervision of the activities of the program staff, collaborators and consultants working as part of the program team.

- 1.4. Ensures timely and adequate reporting of programs.
- 1.5. Organize project review and/ or evaluation meetings. Prepare background document, briefs, issues papers, progress reports for meetings and donor reporting. Write quarterly reports and donor reports, focusing on results, outputs and outcomes.
- 1.6. Provide support in research and data collection efforts.
- 1.7. Assist in the drafting and editing of key policy or advocacy documents (media statements, reports, policy briefs, submissions to international treaties).
- 1.8. Devise strategies for increased programme delivery and reach.

2. Support partnership building

- 2.1. Actively participate in coalitions that Family Frontiers is a member of, nationally, regionally and globally.
- 2.2. Ensure knowledge building by managing the process of identifying and synthesizing of best practices and lessons learned that are directly linked to the implementation of the programme.
- 2.3. Support capacity- and knowledge building of national counterparts
- 2.4. Identify partners for outreach and collaboration to ensure greater visibility of campaign messaging.

3. Assist in organisational coordination

- 3.1. Promotes team work and coordination of the team members. This includes coordinating weekly team check-in meetings.
- 3.2. Directly supervise other members of the Programme team and provide effective leadership.
- 3.3. Maintain correspondence with contractors, advisors, service providers and other partners. Provide logistical support (interviews and payments) for programme partners, participants and consultations, if required.
- 3.4. Develop TORs for consultants and new hires. Oversee recruitment process, as necessary.
- 3.5. Contribute to office and donor reports.

4. Any other tasks as assigned by the Lead Coordinator or Executive Committee

Some of the issues that the Programme Coordinator will be working on with regards to Malaysian binational families include, but is not limited to, citizenship rights of children of Malaysians, the right to work of foreign spouses, access to justice for single foreign spouses — in case of separation, divorce or death of the Malaysian spouse, Permanent Residence as a pathway to citizenship.

Competencies and Required Skills and Experience

Competencies

- Has knowledge in gender equality and advocacy.
- Ability to coordinate programmes effectively, oversight of implementation and monitoring and evaluation of programmes.
- Builds strong rapport with stakeholders.
- Demonstrates openness to change and ability to manage complexities.
- Proficient written and oral communication skills in English. Proficiency in Bahasa Malaysia preferred.
- Commitment to upholding women's human rights and gender equality.
- Excellent interpersonal skills, with the discipline for online work and coordination.
- Ability to meet deadlines and work in a hybrid mode.

Required Experience

- University degree (or equivalent) preferably in Political Science, Gender/ Women's Studies, Development Studies and Social Sciences.
- 2-3 years of relevant experience in programme management or coordination, including programme design, coordination, monitoring and evaluation, donor reporting and capacity building.
- Experience in working in gender or human rights is an asset.
- Experience in leading teams effectively is an asset.

Duration and Salary

The Programme Coordinator will commit to working full time for RM3400 per month during three (3) months probation period and RM3700 per month upon confirmation, with possibility of renewal or a permanent position.

How to apply?

Interested applicants for the role should write to admin@familyfrontiers.org along with the following supporting documents:

1. Updated Resume/ Curriculum Vitae with at least two (2) professional references
2. Cover letter addressing the selection criteria
3. Copy of highest education qualification

Please email the documents with the subject line "Application for Programme Coordinator" to admin@familyfrontiers.org by 20 September 2022.

Applications are reviewed on a rolling basis so applicants are encouraged to apply early.

Only applications with all supporting documents will be considered and only short-listed applicants will be contacted.

Join Family Frontiers in the advocacy for the welfare of Malaysian binational families!