

JOB DESCRIPTION
EXECUTIVE DIRECTOR, Amnesty International Malaysia

JOB TITLE: Executive Director, Amnesty International Malaysia
REPORTING & KEY RELATIONSHIPS: Reports to the Chair of AI Malaysia, with key relationships with the East and Southeast Asia and Pacific Regional Office (ESEAPRO), the International Secretariat, and directors from other Amnesty International entities
LOCATION: Kuala Lumpur, Malaysia
SALARY: Competitive salary & benefits package commensurate to experience
JOB SUMMARY: This position is to lead the team of the AI Malaysia Secretariat, supervising a small team of staff responsible for implementing its Operational Plan in line with Amnesty International’s global mission, vision and strategy. The Executive Director works closely with the Chair to ensure good governance and clear strategic direction, is accountable for overall performance of the secretariat, and interacts frequently with colleagues from across the Amnesty movement and external partners.
OBJECTIVES & ACCOUNTABILITY
<p>The Executive Director of AI Malaysia is expected to provide professional leadership to the organisation, working with the board to deliver the mission, vision and goals of Amnesty International in Malaysia. The Executive Director is in charge of the National Secretariat, managing a small and dynamic team committed to seeing human rights change. The Executive Director serves as an ex-officio board member of the Board of Governance and works closely with them on governance and compliance matters.</p> <p>The Executive Director will develop and implement an annual operational plan for AI Malaysia, be in charge of all AI Malaysia programmes and projects, and develop and track an annual budget according to Amnesty International standards. The Executive Director will also be the primary spokesperson for AI Malaysia, representing the organization nationally and internationally to the media and other platforms or forums.</p>
TASKS AND RESPONSIBILITIES
<p>Operational Plan</p> <ul style="list-style-type: none"> • Provide professional leadership in developing the yearly Operational Plan of Amnesty International Malaysia, working with the National Secretariat, International Secretariat, Board of Governance, membership and other stakeholders as required • Ensure that the Operational Plan falls within the Strategic Goals, vision and mission of Amnesty International, maintaining a balance between local and international human rights work and alignment with Amnesty International’s global priorities • Ensure monitoring and evaluation of the Operational Plan for reporting to the International Secretariat and Board of Governance <p>Management</p> <ul style="list-style-type: none"> • Manage the staff of AI Malaysia, including recruitment and termination, regular supervision, annual objectives setting and performance appraisals



- Coordinate with the Board of Governance on compliance with the AI Malaysia constitution and Malaysian laws
- Ensure that there is effective teamwork among National Secretariat staff and provide opportunities for staff development
- Ensures a membership management system capable of mobilizing activism and resources to further Amnesty International's human rights goals in Malaysia
- Have overall responsibility for the fabric and condition of the office environment, including all equipment

Campaigning

- Oversees the implementation of all national and international campaigning engagements of AI Malaysia in line with the global strategy
- Ensures the mobilization of activism and resources to enable members, groups and activists to fulfill the strategic objectives of AI Malaysia
- Coordinate advocacy and lobbying work, including but not limited to building relationships with partner organisations, foreign missions and the government

Media Representation

- Acts as the key spokesperson of Amnesty International Malaysia
- Approves all media and social media content before public circulation
- Represents Amnesty International within Malaysia and internationally as needed

Membership and Activism

- Develops and implements membership recruitment and retention strategies as approved by the Board of Governance to ensure the growth of AI Malaysia through active engagement and retention of current and potential members, supporters and activists
- Ensures the development of effective and dynamic activism and communication tools
- Ensures the management of enquiries and complaints by members and activists
- Ensures the development and regular distribution of Amnesty International materials

Fundraising

- Prepare yearly and monitor ad hoc funding proposals to the International Secretariat.
- Develops and implements a national fundraising strategy for AI Malaysia if and when needed
- Drafts and submits funding proposals, with approvals from the Board of Governance and the International Secretariat, if necessary

Financial Management and Fundraising

- Manages and monitors AI Malaysia's budget.
- Takes overall responsibility for the administration of AI Malaysia's bank accounts.
- Ensures good financial management practices are adhered to, as required by Malaysian law.
- Ensures the auditing of the financial accounts as required by Malaysian law.
- Ensures regular financial reporting to the Board and the International Secretariat

National and Global Governance

- Works closely the AI Malaysia chair and other board members to promote good governance practices, adhere to Amnesty's Core Standards, maintain a healthy balance between governance and



management functions, and maintain regular and transparent communications between the board and secretariat

- Together with the Chair and/or other board members, actively participate in regional and global governance meetings of Amnesty International, such as Regional Forums, the Global Assembly, and joint planning and review meetings, as required
- Works with the Chair to ensure the timely submission of various reports to the International Secretariat (i.e. annual budget, standard action report).

COMPETENCIES & QUALIFICATIONS

HUMAN RIGHTS KNOWLEDGE

- A good understanding of the international, regional and national human rights principles, standards and systems, as well as of Malaysia's political, economic, and social structures.
- A Master's Degree in any field or discipline, and preferably in Human Rights, Law, Social Science or Political Science, is an advantage

PROVEN MANAGEMENT EXPERIENCE IN A SIMILAR SETTING

- Experience at senior management level in a similar environment is desirable
- Demonstrates strong skills in strategic and operational planning, with proven experience of having done strategic and operational planning in previous jobs
- Proven experience in managing a diverse team
- Experience in organizational change management, crisis communications and risk assessment, including in setting up or strengthening internal organizational systems and procedures
- Demonstrated skills in advocacy and campaigning, including mobilization and growth of members/supporters
- Ability to establish partnerships and networks with other organizations
- Excellent financial management skills
- Experience of working with a board

EXCELLENT COMMUNICATOR

- Excellent communication and interpersonal skills
- Ability to deal with the media and represent AI Malaysia nationally and internationally
- Fluency in the English language and Bahasa Malaysia are non-negotiable
- Fluency in a third language is desirable

OTHER DESIRABLE COMPETENCIES/QUALIFICATIONS

- A self-disciplined and motivated individual
- Demonstrated skills in fundraising, including in grant writing, is an advantage
- Should be able to travel frequently, both within and outside Malaysia

***MUST BE ELIGIBLE TO WORK IN MALAYSIA**

- Amnesty International is unable to support relocation or the sponsorship of a work visa for this role



EQUALITY STATEMENT

Equality and diversity is at the core of Amnesty values and employees are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.

APPLICATION PROCESS

Please send in English to Rain Yau, rain.yau@amnesty.org, the following:

- a letter of application no longer than two pages, stating the skills and approach that you would bring to the post, your suitability for this role, as well as your self-assessment against the Competences & Qualifications.
- your CV/résumé (no photos)

Please ensure that the documents have the title format: "your name Cover Letter" and "your name CV".

Deadline for applications: **30th April 2020**

