



The Malaysian Centre for Constitutionalism and Human Rights

1. Position Information

Job Title	:	Information, Education and Communications Officer
Start date	:	1 June 2012
Duration	:	1 year with the possibility of extension
Employment type	:	Full-time
Salary	:	RM3000/month + benefits
Duty station	:	Pusat Rakyat LoyarBurok, Bangsar, Kuala Lumpur
Supervisor	:	Project Manager

2. Organisation Description

The Malaysian Centre for Constitutionalism and Human Rights (MCCHR) a.k.a Pusat Rakyat LoyarBurok is a community-based organisation based in Bangsar, Kuala Lumpur. Established in March 2011, its mission is to promote and protect human rights in Malaysia in accordance with established international human rights principles, treaties and law.

The MCCHR carries out a number of projects - under its strategic litigation component, it has filed a number of test cases/appeals against Court decisions to effect public interest policies and legal changes in the areas of gender equality, freedom of expression, freedom of religion and preventive detention laws. It has also implemented the first-of-its-kind voter/citizen education project called UndiMsia! (undimsia.com). In addition, it runs a popular blog (loyarburok.com) to encourage and promote free flow of information on various human rights issues.

The MCCHR is looking for an Information, Education and Communications (IEC) Officer to plan and develop the MCCHR's communication and publication work.

3. Objectives/Key Activities and Deliverables

Objective: Develop, promote and disseminate the MCCHR's messages and information through strategic, innovative and effective methods.

Responsibilities: Under the guidance and direct supervision of the Project Manager, the IEC Officer performs the following responsibilities:

- Provide communications expertise and input to the MCCHR's projects;
- Develop and coordinate production of information, education and communication materials and programmes of the MCCHR;
- Liaise with graphic designer, perform copy-editing and coordinate printing and dissemination of the MCCHR's communications, publications and materials;
- Support the development of media strategies and communications policy, particularly to mobilise volunteers, youths and other relevant

- networks;
- Draft press releases;
- Build dialogues and networks with stakeholders;
- Evaluate information, education and communication initiatives to ascertain their effectiveness against stated objectives;
- Develop, organise and coordinate activities and events to increase exposure of the MCCHR's activities;
- Review and manage UndiMsia!'s website and other online communications;
- Provide guidance and build the capacity of the Resource Centre's Librarian, including develop and manage the database of the Resource Centre by preparing information, articles, features and data;
- Perform other related duties as required.

4. Competencies

- Demonstrated ability to use, plan and execute information, education and communication programmes to enhance the effective implementation of the MCCHR's activities;
- Good understanding of developments in the area of communications and enthusiasm for trying new communication channels;
- Good networking skills particularly with the media, youths and civil society organisations;
- Ability to establish priorities and to plan work assignments, juggle competing demands and work under pressure of frequent and tight deadlines;
- Shares knowledge and experience;
- Demonstrated ability to work independently with minimum supervision but at the same time commits to team building;
- Ability to inspire and work with youths from diverse cultural and social backgrounds;
- Displays cultural, gender, religion, ethnicity, age, sexual orientation, disabilities sensitivity and adaptability;
- Excellent interpersonal and communication skills;
- Approaches work with energy and positive, constructive attitude;
- Demonstrates commitment to the MCCHR's mission, vision and values;
- Comply fully with the MCCHR's programming, financial procurement and administrative rules, regulations, policies and strategies;
- Ability to travel to locations in Malaysia.

5. Qualifications

Education:	University degree in communications, mass media, education or other related field. Good knowledge of human rights is an advantage.
Experience:	At least two years of experience in the field of strategic communications. Excellent communications skills across all media platforms. Previous experience in a communications or campaigns related role for a donor organisation, governmental institutions, NGO or private sector is desirable. Proficiency in Microsoft Office skills and knowledge of print, broadcast and online media environments. Basic web-editing and web-designing skills are an advantage.
Language requirements:	Fluency in both oral and written Bahasa Melayu and English is essential.

Submission Guideline You are kindly requested to submit a cover letter and curriculum vitae to limkaea@loyarburok.com before **30 April 2012**. Please indicate the title of the post in your cover letter and email subject line.

Only candidates who meet the qualifications and requirements for the mentioned position will be called for an interview.