



## The Malaysian Centre for Constitutionalism and Human Rights

### 1. Position Information

Job Title	:	Project Assistant
Start date	:	2 January 2013
Duration	:	1 year with the possibility of extension
Employment type	:	Full-time
Duty station	:	Pusat Rakyat LoyarBurok, Bangsar, Kuala Lumpur
Supervisor	:	Project Manager
Gross Salary	:	RM2000/month
Deadline for application	:	7 December 2012

### 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](http://undimsia.com)). In addition, it runs a popular blog ([loyarburok.com](http://loyarburok.com)) to encourage and promote free flow of information on various human rights issues.

The MCCHR is looking for a Project Assistant to assist the MCCHR in carrying out its activities.

### 3. Objectives/Key Activities and Deliverables

**Objectives:** Provide support and assistance in various aspects of administrative and financial management of the MCCHR's projects.

**Responsibilities:** Under the guidance and direct supervision of the Chief Executive Officer (CEO)/Project Manager (PM), the Project Assistant perform the following responsibilities.

#### Administrative management

- Provide support to the CEO/PM in the implementation of their tasks for the achievement of project results;
- Make pertinent logistical arrangements for the prompt and effective implementation of project activities;
- Assist the CEO/PM to draft periodic reports and project proposals;
- Assume overall responsibility for administrative matters such as registry

and maintenance of project files, records, database of volunteers, and archive of media reports;

- Assist in drafting meeting minutes and field reports;
- Update and mobilise volunteers on project activities and events;
- Maintain and upload reports and notice of events on the blog;
- Organise, coordinate and facilitate external and internal meetings as well as other events/functions related to the project activities;
- Perform other related duties as required.

#### Financial management

- Assist in monitoring budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Assist in preparing proposals for budget revisions and periodical budget reports as required for budget preparations and audit;
- Assist in responding to queries from donors with respect to financial aspects of the project, liaise with donor-appointed and external auditors wherever requires;
- Advise and assist on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- Undertake other financial and administrative tasks.

#### Procurement

- In accordance with the work plan, arrange for the procurement of equipment, supplies and services;
- Arrange for equipment maintenance and insurance as required;
- Physically clear and ensure delivery of equipment and supplies procured for the project;
- Maintain an equipment inventory including verification and transfer when required.

### **4. Competencies**

- Good knowledge and understanding of project management with the focus on impact and results;
- Demonstrates basic management skills;
- Ability to build good relationships with civil society organisations, youths and other stakeholders;
- Ability to implement, monitor and evaluate the development of projects and its activities;
- Ability to formulate and manage budgets, contributions and financial reporting;
- Good communications (spoken and written) skills including the ability to convey concepts and recommendations both orally and in writing, in a clear and concise style;
- Approaches work with energy and a positive, constructive attitude;
- Demonstrates ability to work independently with minimum supervision but at the same time commitment to team building;
- Demonstrates commitment to the MCCHR's mission, vision and values;
- Displays cultural, gender, religion, ethnicity, age, sexual orientation, disabilities sensitivity and adaptability;
- Shares knowledge and experience;
- Ability to inspire and work with youths from diverse cultural and social backgrounds;
- Ability to travel to locations in Malaysia.

### **5. Qualifications**

Education:	University degree in social/political sciences, law or other related field. Good knowledge in human rights is an advantage.
Experience:	At least two years of experience in administrative work, accounting, finance, public administrative or other substantive area is required.  Previous experience in developmental assistance or related work for a donor organisation, governmental institutions, NGO or private sector is desirable.  Good knowledge of Microsoft Office.
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](mailto:limkaea@loyarburok.com) by 7 December 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.