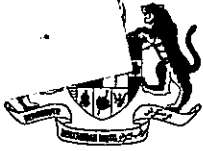


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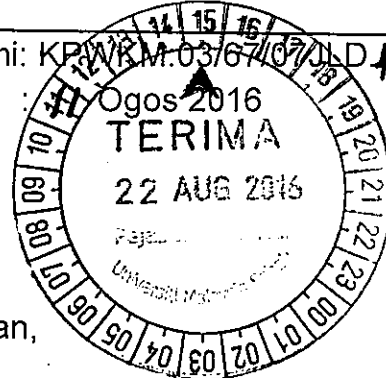


KEMENTERIAN PEMBANGUNAN WANITA, KELUARGA DAN MASYARAKAT
MINISTRY OF WOMEN, FAMILY
AND COMMUNITY DEVELOPMENT
No.55, Persiaran Perdana,
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62100 PUTRAJAYA,
MALAYSIA.

Tel: 03 - 8000 8000
Faks : 03 - 8323 2000
Portal Rasmi: www.kpwkm.gov.my
Email: info@kpwm.gov.my



Ruj. Kami: KPWKM.03/67/07/D 40(53)
Tarikh : 22 Ogos 2016



Senarai Edaran Seperti Di Lampiran

YBhg. Profesor Dato' Dr./ YBhg. Dato'/ Tuan / Puan,

PENGAMBILAN SEBAGAI PAKAR GENDER GRED S54 SECARA CONTRACT OF SERVICE DI KEMENTERIAN PEMBANGUNAN WANITA, KELUARGA DAN MASYARAKAT

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sepertimana YBhg. Profesor Dato' Dr./ YBhg. Dato'/ tuan / puan sedia maklum, Kementerian Pembangunan Wanita, Keluarga dan Masyarakat (KPWKM) adalah bertanggungjawab menangani isu-isu berkaitan wanita, keluarga dan masyarakat secara menyeluruh. Sehubungan itu, banyak inisiatif dan program telah dibuat dan dijalankan oleh KPWKM seperti program dan inisiatif yang melibatkan isu wanita ataupun gender.

3. Bagi melaksanakan Dasar Wanita Negara, Pelan Tindakan Pembangunan Wanita dan keputusan-keputusan yang telah diambil oleh Kerajaan Malaysia di peringkat antarabangsa, khususnya pelaksanaan Pelan Bertindak Beijing dan *Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)*, KPWKM telah memberikan tumpuan kepada 11 bidang keutamaan. Antaranya seperti wanita dan kemiskinan, wanita dalam bidang politik dan pembuat keputusan serta juga pendidikan dan pembangunan modal insan bagi wanita.

4. Berhubung perkara ini, KPWKM memerlukan beberapa orang Pakar Gender (*gender specialist / gender expert*) dari Institusi Pengajian Tinggi yang mempunyai kredibiliti dalam isu-isu gender untuk bersama-sama dengan Bahagian Dasar KPWKM. Ini termasuk untuk merancang, menggubal dan menilai semula program - program serta inisiatif berkenaan isu gender agar ianya mencapai *outcome* yang menyeluruh. Antara tugas dan tanggungjawab Pakar Gender KPWKM adalah seperti:

- (a) Menasihati dan memberi pandangan kepada Pengurusan Tertinggi KPWKM dalam isu-isu gender;
- (b) Menasihati dan menjadi fasilitator dalam *knowledge building* berkenaan isu-isu gender untuk memastikan kesinambungan dan keberkesanan pelaksanaan pelbagai program dan projek yang dirintis oleh KPWKM;
- (c) Membina jaringan kerjasama yang strategik dengan agensi dalam dan luar negara termasuk NGO; dan
- (d) Memberi advokasi serta meningkatkan pengetahuan dan kesedaran para perancang, penggubal dan pelaksana dasar dan program dalam aspek gender melalui program latihan tentang keperluan dan kepentingan kesaksamaan gender dalam pembangunan sosial dan ekonomi negara.

Bersama-sama ini disertakan *Job Description* Pakar Gender untuk makluman YBhg. Profesor Dato' Dr./ YBhg. Dato'/ tuan / puan.

5. Sehubungan itu, pihak YBhg. Profesor Dato' Dr./ YBhg. Dato'/ tuan / puan adalah dimohon untuk menyalurkan permohonan ini kepada warga di organisasi masing-masing yang layak dan berminat untuk memohon **jawatan sebagai Pakar Gender Gred S54 di KPWKM.** Calon juga boleh terdiri dari pesara kerajaan/ orang perseorangan yang mempunyai latarbelakang dalam bidang gender dan juga mereka bergiat aktif dalam bidang gender. Sekiranya ada calon yang berminat, mereka hendaklah menghantar ***resume yang lengkap*** kepada:

Setiausaha Bahagian
Bahagian Pengurusan Sumber Manusia
Kementerian Pembangunan Wanita, Keluarga dan Masyarakat
Aras 34, No 55, Persiaran Perdana, Presint 4
62100 PUTRAJAYA
(u.p.: Puan Saliza binti Mokhtar)

Sebarang pertanyaan boleh menghubungi Puan Saliza Mokhtar : 03-83231121/
emel : saliza@kpwkm.gov.my atau Puan Norhaiza Abdul Aziz: 03-83231124/
emel: norhaiza@kpwkm.gov.my.

6. Kementerian amat berharap agar pihak YBhg. Profesor Dato' Dr./ YBhg. Dato'/ tuan/ puan dapat mengemukakan beberapa calon yang berkelayakan bagi jawatan tersebut pada atau sebelum 9 September 2016 (Jumaat) untuk tindakan KPWKM seterusnya.

7. Atas perhatian dan kerjasama pihak YBhg. Profesor Dato' Dr./ YBhg. Dato'/ tuan / puan dalam perkara ini didahului dengan ucapan ribuan terima kasih.

Sekian.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menurut perintah,



(HASMAWATI MOHD YUSOFF)

Bahagian Pengurusan Sumber Manusia

b.p. Ketua Setiausaha

Kementerian Pembangunan Wanita, Keluarga dan Masyarakat

Senarai Edaran:

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Pejabat Pendaftar
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Tuan Haji Abd Razak Hussin
Pengarah Eksekutif Pentadbiran
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Pendaftar
Pejabat Pendaftar
Bangunan Pentadbiran, Aras 3
Universiti Putra Malaysia
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SELANGOR DARUL EHSAN

Profesor Dato' Dr. Abd Aziz Bin Tajuddin
Pendaftar
Jabatan Pendaftar
Aras 5, Bangunan Canselori
Universiti Sains Malaysia
11800 USM
PULAU PINANG

Duties and Responsibilities of Gender Specialist/ Gender Expert

Summary of key functions:

Under the guidance and direct supervision of the Secretary General of Ministry of Women, Family and Community Development (KPWKM), Gender Specialist advises Senior Management on gender policies and trends and relevant linkages to KPWKM programs. The Gender Specialist provides analysis for formulation of strategies and briefings to Senior Management. The Gender Specialist advocates for and represents KPWKM in his/her area of expertise as requested by his/her supervisors. The Gender Specialist may supervise and lead a team of KPWKM experts, international and national consultants and project staff related to gender. The Gender Specialist maintains a network with colleagues from KPWKM, UN Agencies, Government officials, NGOs and civil society.

Duties and Responsibilities

- i. Advice and support to KPWKM management on gender issues
- ii. Advice policy and facilitation of knowledge building on gender issues
- iii. Creation of strategic partnerships and support to resource mobilization
- iv. Advocacy and promotion of KPWKM's mandate and mission on gender issues

Provides advice and support to KPWKM management, programmes and projects focusing on achievement of the following results:

- i. Compilation, analysis and interpretation of gender, Gender Based Violence, gender based budgeting and issues and statistical data, thorough research and preparation of top quality analysis and reports.
- ii. Provision of top quality analysis and substantive inputs to preparation of budget inputs and screening, national planning dan reporting mechanisms, documents and other strategic documents.
- iii. Advice on possible areas for KPWKM support and adjustment of on-going programmes to ensure that KPWKM programmes are in line with national policies and priorities.
- iv. Production and launch of gender reports.
- v. Contribution to sub-regional, regional and inter-agency initiatives related to gender issues.
- vi. Representation of KPWKM in different working groups and interagency working groups.

Provides policy advice and facilitation of knowledge building and management focusing on achievement of the following results:

- i. Facilitates knowledge building and mainstreaming of gender and development in related perspectives within KPWKM programmes and actively participates in corporate KPWKM's and national knowledge creation.
- ii. Provision of policy options and high quality advisory inputs to KPWKM's programmes and projects to ensure these are responsive to national policies, priorities and strategic plans, and advance KPWKM's goals.
- iii. Sound contributions to knowledge networks and communities of practice through identification of

best practices and lessons learned.

- iv. Assessment of the country's gender policies and their impact on poverty reduction, growth, equity, etc.
- v. Training and capacity building support for KPWKM's staff and other government officials, public institutions on gender issues.

Ensures effective management of the program and gender specific portfolio focusing on quality control of the full cycle of programming from formulation to implementation achieving the following results:

- i. Effective application of Outcome Based Budgeting tools, establishment of management targets and monitoring achievement of results.
- ii. Design and formulation of programme within the area of responsibility, translating KPWKM priorities into national interventions. Coordination of programme implementation with the executing agencies.
- iii. Effective monitoring, measuring the impact of the programme and evaluation. Constant monitoring and analysis of the programme environment, timely readjustment of programme.

Ensures creation of strategic partnerships and support to resource mobilization focusing on achievement of the following results:

- i. Development of partnerships with other UN Agencies, other Ministerial and government agencies at state and federal levels, statutory and regulatory bodies and related private sector institutions.
- ii. Also the specialist will strengthen partnerships with government institutions, universities and private sector, civil society based on strategic goals of KPWKM, country needs and priorities.
- iii. Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation.
- iv. Production of periodic updates and briefs on country development situation to be used by stakeholders.
- v. Undertaking of selected studies/research on emerging development concerns that feed into government/development partners processes.
- vi. Advocacy and promotion of awareness of KPWKM mandate and mission focusing on achievement of the following results:
- vii. Public and policy advocacy for corporate gender policies, the Millennium Development Goals, pro-poor and equitable economic growth by participating in relevant forums, conferences and trainings.
- viii. Support to monitoring progress and formulation of strategies towards the achievement of the Millennium Development Goals.
- ix. Management of events and publications on gender issues.

Education:

Hold a university degree which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or;

have a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 3year when the normal period of university education is at least three years;

Experience:

- i. have at least 3 years of proven work experience and 2 years related to gender equality issues
- ii. knowledge of Malaysia's institutional framework and policies in the area of gender equality
- iii. knowledge
- iv. ability to develop and conduct trainings,
- v. ability to work in a proactive and autonomous way,
- vi. ability to manage priorities, work under pressure and meet tight deadlines,
- vii. experience in working during a start-up phase of an organisation,
- viii. work experience in an international organization/ UN organisation.

Language skills:

Excellent command of Bahasa Malaysia and English.

3.2. Selection Criteria

Eligible candidates will be evaluated on the basis of the following criteria:

Proven work experience in **at least one** of the following areas:

- i. gender mainstreaming methods, including ability to develop toolkits and manuals, checklists and guidelines,
- ii. socio-economic analysis,
- iii. gender budgeting methods,
- i. conducting surveys and research in the area of gender equality,
- ii. practical use of indicators, statistical data, including Beijing indicators,
- iii. equal opportunities in the sector of employment and labour market,
- iv. combating a gender-based violence,
- v. men and masculinities,
- vi. gender stereotypes and gender-sensitive media,
- vii. equal decision-making power,
- viii. reconciliation of career and family life.
- ix. command of English which is a predominant working language at the Institute,
- x. communications skills (capacity to communicate technical or specialised information),
- xi. interpersonal, organisational, administrative and problem solving skills.