



**Initiative to Promote Tolerance and Prevent Violence (INITIATE.MY)
Kuala Lumpur, Malaysia
Vacancy Announcement: Communications Officer**

Job Title: Communications Officer

Type of Contract: Contract

Supervisor: Project Coordinator

Position Status: 12-month Contract (January 2024 - December 2024)

Working Mode: 60% remote

Monthly Salary: RM 1,800 - RM 2,500 / per month (part-time) (based on experience and qualification)

Benefits: Travel allowance (work related) and flexible working hours.

Organisational Background

INITIATE.MY is a data-driven initiative based in Malaysia with the aim of promoting tolerance and preventing violence through research and development, capacity-building training, consultations and more. Since 2020, INITIATE.MY has increasingly focused on security policies and has actively engaged with law enforcement agencies, civil society organisations, and youth stakeholders. INITIATE.MY operates its organisation and activities based on the Prevention and Countering of Violent Extremism (PCVE) and Human Rights frameworks. Please learn more about the organisation on the website: <https://initiate.my/>

Moreover, INITIATE.MY is powered by Komuniti Muslim Universal (KMU Malaysia) that was founded in 2015 by former radicalised youth committed to counter extremism with counter-narratives that promote peaceful coexistence.

Job Description

Communications Officer is responsible for managing creative content on social media and media platforms, managing a wide range of advocacy programmes, and supporting other duties related to the organisation's projects and administration with a small team under the supervision of the Project Coordinator.

Main Duties and Responsibilities

Social Media and Media Management (60%)

1. Plan with the project team and manage creative content on social media platforms (Facebook, Instagram, Twitter, Youtube, etc.), from content creation, public engagement to analytics monitoring
2. Design and create event posters, educational infographics, illustrations and other social media content with creative design and concise language



3. Develop, write and edit marketing and communication content including press releases, mailchimp newsletters and website posts
4. Keep updated about current affairs related to the project themes and respond by suggesting appropriate social media or media content
5. Respond to media and public inquiries and perform media outreach to get wider public engagement about the program activities
6. Work with the project team to conceptualise and implement communication strategies
7. Translate social media and media content into English and Bahasa Malaysia
8. Strategise and promote social media and media content get wider public engagement
9. Track analytics, create reports detailing the successes and shortcomings and provide strategies for improvement
10. Monitor the quality production and publication of the social media and media content by taking into account the design specifications, public sensitivities, etc.
11. Monitor any online threats and immediately inform the project team to discuss about the counter-strategies
12. Perform other duties as may be assigned.

Program Management (30%)

1. Plan with the project team and manage advocacy program activities such as workshops, closed consultations, webinars, meetings, etc. with diverse stakeholders including NGOs, academics and government agencies, from coordination, communication, implementation to reporting
2. Maintain budget, track expenditures and keep financial records related to the program activities
3. Strategise, build and maintain positive relations with diverse stakeholders, partners and donors
4. Ensure the implementation of the program activities are in compliance with the project timeline, outcomes and results
5. Conduct monitoring and evaluation methods including feedback survey, focused group discussions, questionnaires, etc. to properly evaluate the achievement of the project expectations
6. Manage appropriate documentation of the overall program activities such as written reports, photos, audios, etc.
7. Ensure the smooth running of the program activities and critically suggest new knowledge, skills and tech needs for organisational and project developments from time to time
8. Perform other duties as may be assigned.



Administrative Matters (10%)

1. Attend regular organisational and project meetings and prepare meeting notes;
2. Support the organisation's grant application and fundraising processes including proposal writing, program design, etc.
3. Arrange meeting appointments with diverse stakeholders
4. Edit, proofread and revise working documents
5. Find best practices and critically recommend them to the team to ensure sustainable and reputable growth of the organisation.

Education and Qualifications

Education

A minimum of Bachelor's degree in Communications, International Development, Political or Social Sciences or other related fields.

Experience

1. A minimum of 2 years of relevant experience in communications and program management
2. Familiarity with advocacy work in the Prevention and Countering of Violent Extremism (PCVE) and Freedom of Religion and Belief (FoRB) is required
3. Work experience in media is an asset
4. Work experience in government and civil society sectors in Malaysia is an asset
5. Technical operation of social media platforms (Facebook, Instagram, Twitter, Youtube, etc.) and communication applications (Zoom and Mailchimp) is required
6. Technical operation of social media platforms (Wordpress, Facebook, Instagram, Twitter, Youtube, etc.) and communication applications (Zoom and Mailchimp) is required
7. Professional design skill using Canva, Adobe PhotoShop or other AI software. is required
8. Basic computer skill using Google Workspace (Sheets, DocsSlide and Drive) is required.

Language Requirements

Excellence in English and Bahasa Malaysia (spoken and written) is required. Fluency in other Malaysian languages is an advantage but not required.



Skills and Competencies

1. Ability to utilise design applications and software
2. Ability to adapt with AI technologies to boost efficiency
3. Critical thinking and curiosity to follow current affairs
4. Ability to synthesise information and produce content in effective and concise manner
5. Ability to lead, organise and communicate effectively with government and civil society stakeholders
6. Ability to work independently as well as in a small team in online work environment
7. Ability to multitask, prioritise and pay attention to detail
8. Accountability in taking ownership and pride in the work
9. Complex problem-solving skill and calmness when faced with crises
10. Self-motivated, humble and positive attitudes.

Selection of candidates is made on a competitive basis and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression or sexual orientation, marital or family status, age or ability.

The position is a 12-month contract from January 2024 to December 2024 with possible extension. Selected candidates should be based in the Klang Valley area with good internet speed and means of transportation.

Interested candidates should send their [CV](#) and [answers to the questions below](#) to salam@kmumalaysia.org by **30th November 2023, Midnight**. Please include **'INITIATE.MY Communications Officer'** in your email subject. Incomplete applications will **not** be considered.

Please answer all questions below. Your answers should be written on a separate document:

1. Why are you interested in this position and working with INITIATE.MY? (*Maximum 500 words*)
2. How do you relate your previous professional experience to this position? (*Maximum 500 words*)
3. What are the relevant issues in relation to extremism in Malaysia (*Maximum 500 words*)
4. What are the relevant issues in relation to religious freedom and tolerance? (*Maximum 500 words*)
5. What are three most important aspects when you produce an online campaign, please explain? (*Maximum 500 words*)
6. How do you maintain motivation and perform effectively under high-pressure circumstances? (*Maximum 500 words*)
7. How do you manage your work with the team in a remote working environment? (*Maximum 500 words*)



Only candidates that demonstrate the above requirements will be shortlisted and contacted for a 2-stage interview described below:.

1. **Virtual interview** will involve the assessment of candidate's general knowledge and experience required for this position.
2. **In-person interview** will involve the assessment of candidate's specific technical skills required for this position.

Travel subsidy will be given to selected candidates to attend the in-person interview in Kuala Lumpur, Malaysia.