

ROSE Foundation (Removing Obstacles to cervical ScrEening) is a health non-profit that implements programs throughout Malaysia focusing on cervical screening featuring self-sampling by women themselves and related health education and advocacy for cervical cancer elimination. The Foundation's three main objectives are:

- To deliver cervical screening to women in Malaysia using ROSE approach, aligned with World Health Organization cervical elimination goals;
- To produce, run, manage, test and maintain, screening services, laboratories, call centers in regard to cervical screening and any other related activities; and
- To provide cervical screening services to Malaysian women prioritizing the under-screened population (including but not limited to B40 income group).

The ROSE Foundation is currently looking for dynamic and pro-active candidates for the following position:

Job Title	Outreach Executive
Location	ROSE Foundation, Klang Valley (<i>outstation trips across Malaysia may be required</i>)
Reports To	Outreach Lead

Primary Objective of the Position

The Outreach Executive will work under and in close collaboration with the Outreach Lead and the Director of Community Development to execute operations of Program ROSE screening activities encompassing collaborators engagement, community & site sensitization, volunteers training, monitoring and event closeout.

Key Responsibilities

1. Manage Program ROSE outreach operations.
2. Assist in the strategic planning and implementations of ROSE outreach and educational events.
3. Implement ROSE outreach processes including site recce, IT testing, supply chain management and training to ROSE collaborators / volunteers.
4. Help to oversee, manage, and troubleshoot ROSE screening activities, exceptions and escalated enquiries, and generate reports on event / site performance.
5. Monitor collaborators' screening activities including consistent tracking of screening progress and site closeout processes including user offboarding.
6. Manage inventory of outreach materials, and coordinate logistics, resource availability and allocation for screening activities.
7. Implement best practices, systems and processes, scripts, manuals and troubleshooting guides, and contribute towards change management to drive continuous improvement.
8. Provide training and support to ROSE volunteers.
9. Help to monitor, analyze and articulate participant/client/healthcare provider needs, habits, and trends, expressed and/or observed during program engagements.
10. Engage with and maintain a professional working rapport with healthcare professionals, stakeholders, and other relevant entities/individuals (suppliers, service providers etc.)
11. Assist in working out the feasible number of annual screenings with management and help drive/achieve the projected numbers as necessary.

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Required Skills & Qualifications

- Individuals with an interest in community work, public health, women's health and other relevant fields (preferably with a Bachelor's degree in public health, applied social/behavioral science or other related discipline) are encouraged to apply.
- Working experience in community/health programs is a strong advantage.
- Open, approachable and pleasant personality with strong interpersonal skills.
- Excellent organizational skills, attentive to detail and willingness to learn.
- Ability to adapt to different demands and negotiate stressful situations.
- A proactive team player who can work with a minimum of supervision.
- Competent with Microsoft Office software and preferably have good information technology skills.
- Proficient in English and Bahasa Malaysia. Ability to speak Tamil or Chinese is a strong advantage.
- Having own transport is preferable.
- Available on certain weekends.

If you are interested, please send your cover letter and resume to: career@programrose.org

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