



Restoring Dignity, Inspiring Change.

ICMC Global Initiatives Berhad
43-2A, Tingkat 2, Persiaran Ara Kiri,
Kompleks Taman Lucky, Taman Lucky,
59100 Bangsar, W.P. Kuala Lumpur,
Malaysia

Tel: 60321184930
Email: malaysia@icmc.net
www.icmc.net

Community Engagement and Training Assistant Vacancy Notice – CETA_MY_FY02_01_2024

JOB TITLE	Community Engagement and Training Assistant
LOCATION	Kuala Lumpur
ORGANIZATIONAL UNIT	Programs
TYPE OF CONTRACT	Fixed Term
STARTING DATE	ASAP
CLOSING DATE FOR APPLICATIONS	11 February 2024

ABOUT ICMC GLOBAL INITIATIVES BERHAD

ICMC Global Initiatives Berhad is an affiliate organisation of International Catholic Migration Commission (ICMC) which located in Geneva, an international non-governmental organisation whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, and migration and development.

ICMC has been awarded a grant from the U.S. Department of State's Bureau of Population, Refugees, and Migration to conduct, through the support of local implementing partners, a series of activities which shall contribute to preventing and reducing Gender-Based Violence (GBV) among refugees and asylums seekers in Malaysia. The components of the project include: capacity building and awareness raising amongst refugee communities; access to emergency support services including provision of increased shelter capacity, counseling services and other emergency care for GBV survivors.

SCOPE OF WORK

The Community Engagement and Training Assistant (CETA) provides administrative, operational, logistical, and training support to the Community Engagement Unit. Under the direct supervision of the Community Engagement and Training Manager in KL, the role is responsible to implement, coordinate, and monitor community engagement initiatives to promote ICMC and its services to the community.

RESPONSIBILITIES

Community Engagement and Training

- Responsible for administrative duties related to the delivery of training including coordinating the technical equipment needed, meals and refreshments for training.
- Provide support to the Community Engagement (CE) unit by scheduling training events, coordinates with instructors for training preparation and execution, obtain and distributes required materials for the training includes liaising with vendors.
- Maintain day-to-day communication with both external and internal stakeholders.
- Attend internal training(s) on how to conduct Training of Trainers (TOT) on specialized children awareness / Children Safety Program and Gender-based Violence.
- Conduct and facilitate TOT to participants from the beneficiary communities.
- Responsible for maintaining and updating the database for all community engagement activities including training statistics and inventory of materials.
- Assist in the development of training course materials for beneficiary communities.

Volunteer Refugee Protection Corp Management

- Assist in overseeing the Refugee Protection Corp (RPC) volunteers in KL.
- Provide support and guidance to the RPC on issues arising from day-to-day activities.
- Manage and maintain RPC scheduling and assigning tasks including planning and monitoring RPC's movement calendar; hotline and Peer Counselling phones movements.
- On a rotational basis, in collaboration with the Case Management (CM) unit provide support to RPC assigned as hotline holder to address calls received and update the database accordingly.
- Provide support to the CM unit in assigning RPC for auxiliary services (interpretation, escort and other services as required).
- Conduct regular on-site monitoring of activities implemented by the RPC including house-visits and awareness sessions within refugee communities and/or learning centers.
- Maintain RPC personnel file documentation, including Letter of Agreement, and timesheet.
- Work closely with Finance department to ensure timesheets accurately reflect the stipend and allowance for the RPC.
- Provide support to Penang on RPC management (as and when needed).

Reporting & Other Support

- Support the production of monthly and quarterly reports on Community Engagement activities and progress.
- Attend periodic coordination meetings and refresher trainings as organized.
- Perform any other work-related tasks as required.

REQUIREMENTS

- University degree in International Relations, Social Work, Counselling, Psychology, Human Rights or related field.
- Minimum (1) one year working experience with progressive increase in responsibility in NGO or social services sector.

- Proven knowledge and experience in public speaking, training, facilitating, and evaluating the needs of target audience/beneficiaries.
- Previous direct experience with refugees and/or GBV survivors and/or working experience in the implementation of GBV programs will be considered an asset.
- Experience in project implementation through local partners and/or cooperation with UNHCR in Malaysia will be considered an asset.
- Ability to work under tight deadlines and with minimal support.
- Excellent written and verbal communication skills in English. Working knowledge of Bahasa Malaysia required.
- Excellent team working skills.
- Ability to travel within the country.
- Possess own mode of transportation.

HOW TO APPLY

Interested candidates should submit a detailed CV of maximum four pages, a motivation letter and two professional references with full and up-to-date contact details via email, to:

Ms Raina Radzaif, Deputy Director of Operations and Finance at radzaif@icmc.net and cc tan@icmc.net.

The Vacancy Notice number **CETA_MY_FY02_01_2024** and the applicant's full name must be quoted in the email subject line.

Referees may be contacted prior to the interviewing stage.

The closing date for receipt of applications is 11th February 2024.

Applications will be evaluated upon reception and interviews with shortlisted candidates may be conducted before the closing date.

Owing to the volume of applications, ICMC regrets that only applicants shortlisted for an interview will be notified.

Please note that applications received after the deadline will not be accepted.

ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuses and all forms of unlawful harassment, including but not limited to sexual harassment. Screening of applications includes the vetting for records of prior misconduct and reference checking. ICMC may take other necessary measures to ensure that people involved in substantiated cases of sexual exploitation, abuse and harassment will not be recruited.

ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age.

DATA PROTECTION

By submitting an application, you agree that ICMC collects and manages the information that you provide. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality.