

## **Job Vacancy : Executive Officer APCASO**

**Posted by: "AIDS ASIA" [AIDS\\_ASIA@yahoogroups.com](mailto:AIDS_ASIA@yahoogroups.com) [joe thomas123](#)**  
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Asia Pacific Council of AIDS Service Organizations  
Executive Officer

### **Position Description**

#### **Organizational Context**

APCASO is a network of community-based and non-government organizations HIV/AIDS service organizations which provides HIV/AIDS advocacy and skills development programs within the Asia and Pacific region.

It is incorporated under Malaysian law with its Secretariat based in Kuala Lumpur. It is overseen by a Board of Trustees with strategic directions decided in conjunction with a Regional Management Meeting. The Executive Officer is responsible to the Trustees through the Chair of the Regional Management Meeting.

APCASO initiates a range of region-wide advocacy and skills development programs and actively participates in such activities initiated by other agencies in the region and globally. These are primarily focussed on advocacy strategies and interventions on a wide range of HIV issues, with a particular focus on monitoring scale-up to Universal Access for HIV Prevention, Treatment and Care. APCASO also conducts skills development programs in advocacy and policy development for CBOs, NGOs and individuals across the region, and conducts substantial, on-going programs in Tamil Nadu (India) and Yunnan Province (China).

Major funding sources are the Gates Foundation and AusAID (through UNAIDS RSTAP, Bangkok).

APCASO is directly linked to the global HIV response through its membership of ICASO (the International Council of AIDS Service Organizations). Within the region it is a member of the 'Seven Sisters Coalition'.

### **Job Specification**

The Executive Officer position is a contract position for the period of 2 years, renewable subject to an annual performance review. The Executive officer is responsible for the leadership and management of the organization and the planning, implementation, monitoring and

evaluation of annual work plan and programmes.

The Executor Officer works with the Board of Trustees, Regional Management Committee and APCASO'S member organizations to ensure the organization meets its vision, mission and strategic plan.

## 1. Main Duties and Responsibilities

### Networking and Liaison:

- Develops and strengthens partnerships with relevant stakeholders on specific issues.
- Participates in donor cultivation and liaison activities with international, regional and local CBOs, NGOs, and other civil society organisations working on HIV/AIDS in the region.

### Advocacy

- Identifies and consults with relevant stakeholders and communicates and promotes APCASO's positions on critical issues with governments, donors, UN agencies and international organizations.
- Supports national, regional and international advocacy agendas which are aligned with those of APCASO
- Collaborates with NGOs/CBOs in strengthening local capacities related to advocacy work

### Capacity Building

- Develops and implements programmes and projects (eg skills building training on programme planning, networking, human rights, etc) related to strengthening organizational and programme capacities of local CBOs/NGOs
- Linking CBOs/NGOs with appropriate technical support
- Mobilising support for twinning and exchange activities

### Management:

- Manages annual work plan and programmes.
- Supervises APCASO Programme officers
- Resource mobilisation - Prepares grant applications and liaises with donors.
- Initiates the planning and oversees the preparation of international and regional meetings, workshops, forums and conference satellites and to participate as required.
- Undertakes travel duties as required for programme/project monitoring and development.

### Information Management:

- Oversees APCASO's internal and external communication activities

- Oversees maintenance of APCASO website and production of APCASO information resources
- Contributes to documentation of lessons learnt from projects.

## 2. Qualifications & Experience

### Essential

- University degree or equivalent.
- At least five years experience of development work, including project and programme management
- At least three years experience managing a team of five or more staff.
- Basic knowledge and understanding of issues related to HIV/AIDS

### Desirable:

- Experience working in the community sector and with non-governmental and community-based organisations in the South.
- Experience working with communities most affected by HIV/AIDS and comfortable working with diverse communities.

## 3. Abilities & Skills

### Essential

#### Capacity to:

- To initiate and plan work strategically
- To work under pressure and prioritise effectively
- To be able to manage multiple concurrent projects
- To have very good organisational, interpersonal and problem solving skills
- To deal with difficult or sensitive issues requiring tact and firm handling
- To be able to work legally in Malaysia and to travel outside of Malaysia (Note: assistance will be available to facilitate non-Malaysian applicants obtain a work permit)
- To work evenings and weekends, occasionally
- Effective written and spoken communication skills in English
- Competence in the use of computers using various software applications including word processing, spreadsheet, presentation and the Internet

### Desirable:

- Ability to speak a language other than English: Mandarin or South Asian languages, preferred.

## 4. Compensation

Remuneration is dependent on qualification and experience and ranges from RM8,000 to RM10,500 per month (approximately USD2,700 to USD3,500 per month). In addition to the mandatory EPF contribution, APCASO will provide personal accident and hospitalisation insurance, medical benefits and 14 days annual leave.

APCASO is an equal opportunity employer and does not discriminate based on gender, race, religion and sexuality. People Living with HIV/AIDS are encouraged to apply.

Applicants are invited to submit a letter addressing the job specifications and a resume by Monday, 25th August 2008. A recent photograph and copies of supporting documents may be included. Please address to:

The Secretariat Coordinator  
APCASO  
12 Jalan 13/48A  
The Boulevard Shop Office  
Off Jalan Sentul  
51000 Kuala Lumpur  
Fax: 03 4044 9615  
Email: [recruit@apcaso.org](mailto:recruit@apcaso.org)

All applications will be treated in strict confidence. Only short-listed applicants will be notified.

Goh SoonSiew  
(Interim) Executive Officer  
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