

Asian Human Rights and Culture Development Forum  
(Asian Forum, Migrant's Centre)

**Job Description**

Position: Programme/Outreach Officer

Reports to: Project Coordinator

Supervises: Staff in the Field

Duty station: Central Office

**Job Purpose**

The Programme/Outreach Officer is responsible for supporting, planning, executing and implementing the programs activities of the organization.

**Job Responsibilities:**

In conjunction with the Project Coordinator, the Programme/Outreach Officer will carry out the following responsibilities:

- Responsible to facilitate the planning, drafting, implementing, monitoring and reporting of the project activities.
- Assist in programme proposal writing.
- Collect and disseminate the information relating to safe migration and development.
- Coordinate with the local communities, local government authorities and concerned authorities to conduct outreach activities assigned by the organization.
- Provide information on safe and productive foreign employment i.e. process, required documents, legal provisions, challenges and opportunities for those who are planning for foreign employment.
- Conduct awareness/information activities and outreach activities and submit the reports to the office.
- Facilitate the resolution of problems/cases related to foreign employment in cooperation with the concerned government agencies and the other CSOs ensuring the rights of migrant workers.
- Responsible for all project visibility and program related communication including the drafting of articles, news articles, visibility materials, IEC materials relating to safe and productive foreign employment, etc.
- Organize information campaign to promote Safer Migration.
- Collect and document data in order to conduct effective lobbying and advocacy for the promotion and protection of the rights of migrant workers and their families.
- Outsourcing of various information that may be useful to the organization.
- Support in survey-related activities.

- Prepare the draft report of case studies, success stories, learnings and challenges.
- Monitor and prepare the report of program-related information activities.
- Collect and disseminate organization-related information.
- Liaise with partner organizations, government authorities, clients and other stakeholders for the achievement of organizational goals.
- Share information about the sites, project and other related information.
- Provide the information of legal provisions and remedy who have been supposed to be victimized in the course of foreign employment
- Represent organization in the seminars and workshops when assigned.
- Monitor information activities & outreach activities and submit the report to the office.
- Coordinate with the communities, local government authorities and concern authorities for the organization of outreach activities as assigned by the organization.
- Support and assist in conducting various programs and activities.
- Any other tasks assigned by Program Director.

#### **Qualifications:**

##### ***Education:***

- University degree in a related field.

##### ***Experience:***

- 1 or more years of progressive experience in an INGO/NGO or other organization.

##### **Knowledge, skills and abilities:**

- The Programme Officer/Outreach Officer must have good time management, multitasking and stress management skills to be able to ensure that tasks get completed on time.
- Good team work and leadership skills are essential in order to motivate different groups of people to fulfill their responsibilities within a given time frame.
- Knowledge of current challenges and opportunities relating to the mission of the organization.
- Knowledge of information management, data management and presentation skills.

##### **Proficiency in the use of computers for:**

- MS Office
- E-mail
- Internet

##### **Personal characteristics:**

The Programme Officer/Outreach Officer should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve data management tools and technique.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

**Working Conditions:**

- Programme Officer/Outreach Officer usually works in an office environment, but the mission of the organization may sometimes take them to non standard workplaces.
- Programme Officer/Outreach Officer works a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such planning, monitoring and related activities.