



Protect and Save the Children Association (P.S. the Children) is a non-profit organization that envisions a supportive society that protects the rights and dignity of every child from sexual abuse and exploitation.

Our goal is to educate and provide vision, leadership and advocacy in order to create safer community by establishing effective preventive education, strengthening treatment, support services and building partnership.

We are currently recruiting the following;

### **Executive Director**

We are looking for someone who:

- Possess a strong command of English and Bahasa Malaysia, both written and spoken.
- Has the drive to deal with a demanding workload.
- Is able to effectively communicate and engage with people.
- Have excellent negotiation skills.
- Willing to learn, and receptive to feedback and continuous improvement.
- Is honest and transparent.
- Is able to focus on the task at hand, yet remain flexible in the approach.
- Must be willing to travel, work irregular hours and weekends when necessary.
- Is willing to build collaborative relationships with funders and other organisations.
- Is able to perform on a short learning curve
- Is results oriented and performance driven.
- Is able to be a leader and team player.

## **Responsibilities:**

- Supports operations and administration of Board by advising and informing Board members, interface between Board and staff, and supporting Board's evaluation of staff.
- Oversees programme design and development, resource mobilization, effective delivery and quality of programs, products and services.
- Facilitates with the programme team in developing appropriate and relevant education materials.
- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.
- Hiring and releasing of staff.
- Effectively manages the human resources of the organization according to approved existing Human Resources Policy and procedures that fully conform to current laws and regulations.
- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders and clientele. Ensures the services are reaching to the communities and the needy.
- Fundraising planning (local or international) and implementation, including identifying resource requirements, researching funding sources, facilitating appropriate proposal development with the programme team.
- Submitting proposals and administrating fundraising records and documentation.
- Appropriate evaluations are carried out for programme interventions and Key learning and challenges faced are communicated to funders.
- Lead in establishing linkages, organize relevant groups to advocate with government and/or use international human/child rights mechanisms to advocate for change in systems that affect the target group.
- Be proactive in networking at regional and international to receive updates and research information related to child rights and child protection to advocate at local or national level.

## **Requirements:**

- Candidate must be a post graduate in Social Science, Political Science, International Affairs or Human Rights
- Required language(s): Bahasa Malaysia, English
- Computer literate in MS Office, e-mail, and internet.
- Have senior management experience at national or International NGO for 10-15 years.
- At least 10 to 15 years of working experience in the development sector in Asia would be essential. Knowledge of Malaysia scenario would be an added advantage
- Have programme management experience on child Rights and Child Protection would be essential.
- Possess knowledge of ASEAN and its process would be an added advantage
- Have human resource management experience of around 10-15 years is essential.
- Have experience in using Project Cycle Management tools and Monitoring and Evaluation tools would be essential (LFA and PCM)
- Have experience in developing, anti-human Trafficking programmes, Child Protection/Child Rights Programmes.
- Possess knowledge of Child Sexual Abuse and Anti-Trafficking Programmes is essential/mandatory.
- Have practical experience on advocacy and networking in Asia especially with Governments and Corporate.
- Have experience on Public Private Partnership in addressing Child Rights and Child Protection with focus on violence against children would be essential. .
- Have experience in financial management and office management would be mandatory.

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Send your applications to [protect@psthechildren.org.my](mailto:protect@psthechildren.org.my)

For more information please visit [www.psthechildren.org.my](http://www.psthechildren.org.my)

### **Protect and Save the Children Association of Selangor and Kuala Lumpur (Reg. 7)**

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**Protect. Educate. Advocate.**

**Empowering the community for the rights and dignity of every child.**