



musawah

For Equality in the Muslim Family

VACANCY: Capacity Building and Outreach Programme Officer

Musawah (www.musawah.org) is a global movement for equality and justice in Muslim families that advances human rights for women in Muslim contexts in both their public and private lives.

We act to grow the movement, build knowledge and advocate for change in discriminatory laws and practices. We use a framework grounded in Islamic teachings, human rights, constitutional guarantees and the lived realities of women and men. Musawah was launched in February 2009 at a Global Meeting in Kuala Lumpur, Malaysia, that was attended by over 250 women and men from some 50 countries of Africa, Asia, Europe, the Middle East, North America and the Pacific.

Musawah is currently seeking a Programme Officer to coordinate its capacity building and outreach activities.

The Programme Officer will work closely with the Capacity Building and Knowledge Building Working Groups and other members of the Secretariat. S/he will report directly to the Musawah Director in Kuala Lumpur, Malaysia.

Closing date of applications: 15 October 2017

Musawah Ways of Working

Musawah is a knowledge building movement, facilitating access to existing knowledge and creating new knowledge about women's rights in Islam. We seek to apply feminist and rights-based lenses in understanding and searching for equality and justice within Muslim legal tradition. Such lenses help reveal the tension between the egalitarian and hierarchical voices in the tradition. This allows the emergence of women's voices, which were for so long silenced in the production of religious knowledge, so that women's concerns and interests can be reflected.

Musawah adopts a holistic approach to reforming discriminatory laws and practices through its Framework for Action, which grounds our call for equality and justice in Islamic jurisprudence, international human rights standards, national laws and constitutional guarantees of equality and non-discrimination, and the lived realities of women and men.

We believe that the production and sharing of knowledge should be participatory, recognise non-traditional forms of expertise, and begin from contexts rather than texts. In this way, the knowledge produced will be grounded in the lived realities of women and men, with such realities informing the approach to the issues and the questions being asked.

Through Musawah's capacity building area of work, we hope to build a core of Advocates living and working in Muslim contexts with knowledge and courage to advance a rights-based understanding of Islam that upholds equality and justice and that is grounded in the lived realities of women today.

In the area of outreach, Musawah works to build the movement, and its sense of community and common purpose, with a goal of building a critical mass of supporters that work with and advocate the Musawah Framework for Action.

Responsibilities

Musawah regularly conducts a 7-day short course on Islam and Gender Equality and Justice (I-nGEJ, pronounced 'I engage') at the national, regional and international levels. Described by many participants as 'life-transforming', this course builds the capacity of activists to advance rights-based arguments for reform of discriminatory laws and practices that are grounded in lived realities and an understanding of Islam that upholds equality and justice.

Programme implementation for Capacity Building

- ❖ Coordinate implementation of the Musawah I-nGEJ course, in collaboration with the Capacity Building Working Group, members of the course team, host organization, and members of the Secretariat. This includes:
 - Coordinating communications and preparations for I-nGEJ with host organization, course team and Secretariat;
 - Overseeing selection of participants;
 - Coordinating preparation and customization of the curriculum by the course team for each specific course and participant group;
 - Updating course materials as necessary for each specific course;
 - Ensuring all logistical matters are in place before and during the course;
 - Working closely with course team to ensure smooth delivery of sessions, daily debriefs, changes that need to be made during the course, and a reflection meeting after its conclusion;
 - Overseeing evaluation of the I-nGEJ course on a daily basis and at its conclusion;
 - Ensuring proper written and audio-visual documentation of the course, including funders' reports;
 - Following up with course participants on their plans of action at country level.
- ❖ Identify new needs and new ways to reach a wider audience for the Musawah I-nGEJ course, including online development.
- ❖ Facilitate and document regular Capacity Building Working Group meetings (virtual and in-person) and maintain regular communications with the Working Group Convenor and members.

Programme implementation for Outreach

- ❖ Coordinate Musawah's outreach work to grow the movement and to build a sense of community and common purpose among Musawah Advocates and allies. This includes:
 - Facilitating transnational outreach and connections among Advocates to build the movement globally and promote its body of work in knowledge building, capacity building and international advocacy;
 - Responding to requests and facilitate regular information sharing among Advocates;
 - Maintaining regular contact with graduates of Musawah's I-nGEJ course, tracking follow-up activities, and responding to challenges and needs;
 - Working closely with the Communications team to build a sense of engagement with Musawah as a movement;
 - Reaching out to potential Advocates and allies to introduce Musawah and its key areas of work.

Contributions to the Secretariat and movement

- ❖ Work closely with the other Musawah programme officers and regularly participate in Secretariat, International Advisory Group and Steering Committee meetings (virtual and in-

person) to ensure programmatic strategic direction and coherence.

- ❖ Represent Musawah at various national, regional and international meetings.
- ❖ Contribute to the needs of the Secretariat and assist other Secretariat members in preparation for events and activities.

Fundraising

- ❖ Develop fundraising proposals for capacity building and outreach activities with support from the Secretariat.
- ❖ Prepare narrative reports related to capacity building and outreach activities for Musawah communications and resource mobilization strategies.

Knowledge, Skills and Experience

The small team working with the Musawah Secretariat are not so much 'staff' as activists and professionals who are deeply committed to Musawah's principles and who work together to advance Musawah. They are therefore expected to be mainly self-managing and self-motivated, contributing effectively to Musawah.

As Musawah addresses equality and justice in the Muslim family, the majority of those leading Musawah and the majority of those working in the Secretariat are expected to have personal experience of Muslim family laws or practices.

The Capacity Building and Outreach Programme Officer should be able to meet most of the following:

- ❖ Experience coordinating programmes, projects or processes at national, regional, or international levels.
- ❖ Experience developing capacity building programmes, curricula, and/or modules on complex and sensitive topics related to human rights, women's rights, Islam, and/or religion generally.
- ❖ Strong interpersonal skills and the ability to work effectively in collaboration with diverse groups of people in different parts of the world and to lead virtual teams.
- ❖ Excellent verbal and written communication skills with diverse audiences.
- ❖ Knowledge of issues related to women, gender and Islam.
- ❖ Passionate belief in the vision, mission and objectives of Musawah.
- ❖ Commitment to women's human rights and a global feminist perspective.
- ❖ Fluency in English and Arabic. Fluency in French is an advantage.
- ❖ Strong sensitivity and commitment to diversity related to beliefs, perspectives, cultures, geography, sexuality.
- ❖ Ability to travel internationally for up to two weeks at a time.

Location, Salary and Benefits

Musawah offers a competitive salary that is appropriate for such a position in the non-profit sector, dependent upon experience and qualifications.

Ideally, the successful candidate will be based in and work from the Secretariat offices in Kuala Lumpur, Malaysia.

How to Apply

Please send us a current CV / résumé, contact information for at least two references, and a cover letter of 1-2 pages that tells us about who you are, how you meet the essential criteria for the position, why you think Musawah might be right for you, and why you might be right for Musawah.

Send your application to: musawah@musawah.org. Please include 'Musawah Capacity Building/Outreach Programme Officer' in the subject line of the email.

The application closing date is 15 October 2017. We regret that applications received late or incomplete will not be considered.

Shortlisted candidates will be contacted for interviews before or by 30 October 2017. We thank all those who apply, but only shortlisted candidates will be contacted.

Interviews will take place either in person or via Skype conferencing or telephone in the month of February.