

*"Be the change you want to see in the world." - Mahatma Gandhi*

*"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it is the only thing that ever has." - Margaret Mead*



**World Alliance for  
Breastfeeding Action**

PO Box 1200  
10850 Penang, Malaysia  
Tel: (604) 658 4816  
Fax: (604) 657 2655  
Email: [waba@waba.org.my](mailto:waba@waba.org.my)  
[www.waba.org.my](http://www.waba.org.my)

## **JOB VACANCY at World Alliance for Breastfeeding Action (WABA) Berhad**

### **for Deputy Director (s)**

**The World Alliance for Breastfeeding Action (WABA)** is an international not-for-profit non-government organization based in Penang, Malaysia. WABA is a global network that encompasses all those working at the international, regional, national, and community level to protect, promote and support breastfeeding.

WABA's aim is to foster a strong and cohesive breastfeeding movement which will act on the various international instruments such as the Innocenti Declaration, the Global Strategy for Infant and Young Child Feeding and others to create an enabling environment for mothers, thus contributing to increasing optimal breastfeeding and infant and young child feeding practices.

If you are interested and would like to be part of our small team and convey the positive change WABA is striving to bring to the world, you now have a chance to be part of that change!

### **Deputy Director(s) (Management/Programmes)**

#### **Main Duties and Responsibilities**

As part of the Management Team, assist the Executive Director in the development, implementation and monitoring of WABA's strategic plan and policies and participate in the management of the Secretariat.

You will, in particular, lead the Management Team in the areas of overall Policy and Programme Development, WABA Governance, and Administration and Financial Management. Resource mobilisation will be a key responsibility of the Deputy Executive Director.

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The World Alliance for Breastfeeding Action (WABA) is a global network of individuals and organisations concerned with the protection, promotion and support of breastfeeding worldwide based on the Innocenti Declarations, the Ten Links for Nurturing the Future and the WHO/UNICEF Global Strategy for Infant and Young Child Feeding. Its core partners are International Baby Food Action Network (IBFAN), La Leche League International (LLL), International Lactation Consultant Association (ILCA), Wellstart International and Academy of Breastfeeding Medicine (ABM). WABA is in consultative status with UNICEF and an NGO in Special Consultative Status with the Economic and Social Council of the United Nations (ECOSOC). WABA is incorporated in Malaysia as World Alliance for Breastfeeding Action Bhd (847762-P), a non-profit company limited by guarantee.

The following are your responsibilities:

a. Programme Related

1. Jointly develop and execute WABA's work strategies and programme with the Management Team and Executive Director, in particular coordinate the programme assessment, reporting needs and donor communications.
2. Lead support for fundraising, donor management, programme development and partnership activities;
3. Provide guidance, as requested by the Executive Director, for program activities including outreach, coordination and core partners' development, as well as marketing, media relations, public relations and issues management activities;
4. Serve as a mentor, coach and guide to staff, particularly with regards to ICN, health training and advocacy;
5. Provide leadership and direction for staff, setting an effective agenda and ensuring performance goals are met and set;
6. Develop a fund raising strategy, identify potential new donors for the organization and actively seek for funding, Responsible for , donor management, development and governance.

b. Human Resource, Admin and Finance Related

- i. Manage human resource needs together with the Executive Director (recruiting, reviews, workplans, staff deployment/workload balancing, career progression) with related internal communications and budgeting/finance duties.
- ii. Oversee and improve internal monitoring and administrative systems with an eye toward future needs and budget realities.
- iii. Partner with the Executive Director in essential internal leadership activities (Human Resources, Administration and Organizational Planning), including staff development needs and workshop, retreat, etc.
- iv. Provide leadership and direction for staff, setting an effective agenda and ensuring performance goals are met and set. Serve as a mentor and guide, particularly with regards to ICN, and advocacy;
- v. Support the Executive Director and Chief Financial Officer in managing the financial responsibilities of WABA in particular donor liaison (on financial updates, statements), liaison with auditors and supervising accounting task together with the Senior Administrative Coordinator.

c. Representation and Others

- i. Represent the organization to the network, key stakeholders and core partners together with the Executive Director;
- ii. Full delegated authority to act on behalf of the Executive Director in his absence;
- ii. Other duties as requested by the Executive Director.

**2. Specific Programmes**

You will, in particular, manage the following areas:

- a. **Information, Communication and Networking (ICN)** : Responsible to improve the communication strategy of WABA and to oversee the activities of the ICN team in initiating and providing responsive services to the network, including WABALINK, WABA's websites, advocacy and information campaigns and media outreach, e-activism and others.
- b. **Evaluation** : To coordinate and oversee the evaluation process of the WABA network for end-cycle donor funding.

### **Salary**

Salary is negotiable depending on professional background and experience. You are encouraged to give us an estimate of your salary expectation.

### **Qualifications, skills and experience**

- Possess a university degree preferably in journalism, communications, development studies, social and political sciences and IT
- Has a global as well as a grassroots perspective
- Excellent command of English and with strong skills in writing, communications and IT, and advocacy
- At least 3-5 year(s) of relevant working experience in the related field and with a global perspective and demonstrated capability to work in an NGO setting and especially with young people.
- Must be a team player, self-motivated and dedicated with good interpersonal skills.

### **Interested? What next to do:**

Interested applicants are to **email** your resume/CV and a brief writing sample in English (unedited by others) in support of your application to [waba.jobs@gmail.com](mailto:waba.jobs@gmail.com). To find out more about WABA, visit our website: [www.waba.org.my](http://www.waba.org.my).

**Closing Date : Please send us your application with the support documents to reach us no later than Saturday 5 October 2013.**