



AFPPD GLOBAL

JOB VACANCY ANNOUNCEMENT & TERMS OF REFERENCE

Programme Officer

Organization	Asian Forum of Parliamentarians on Population and Development (AFPPD Global)
Position	Programme Officer
Duty Station	Kuala Lumpur, Malaysia
Reports to	Executive Director
Employment Status	Expatriate
Contract Type	Fixed-Term Contract
Working Days	Monday – Friday
Working Hours	9:30 a.m. – 5:30 p.m.
Starting Date	January 2027
Application Deadline	6 November 2026

1. Background

AFPPD Global is a regional network of parliamentarians working to advance population and development issues through parliamentary engagement, advocacy, policy dialogue and regional cooperation. The Global Secretariat in Kuala Lumpur coordinates regional programmes, parliamentary engagement, partnerships and institutional activities across the Asia-Pacific region.

2. Purpose of the Position

The Programme Officer will support the Executive Director in the planning, coordination, implementation, monitoring and reporting of AFPPD Global's programmes and activities. The Officer will coordinate with parliamentarians, member countries, parliamentary groups, development partners, UN agencies and other stakeholders to facilitate effective programme implementation and follow-up.

3. Scope of Work / Key Responsibilities

A. Programme Planning and Implementation

- Support development and implementation of AFPPD Global programmes, projects and annual workplans.
- Prepare and coordinate concept notes, programme documents, activity plans, agendas, briefing materials and related documentation.
- Coordinate implementation of parliamentary meetings, dialogues, conferences, workshops and other programme activities.
- Track programme schedules, deliverables, deadlines and follow-up actions.
- Monitor implementation progress and flag issues requiring management attention.

B. Parliamentary and Stakeholder Coordination

- Coordinate with AFPPD Global members, parliamentarians, parliamentary groups, partner organizations, UN agencies and other programme stakeholders.
- Prepare programme-related correspondence, invitations, nomination requests and participant communications.
- Follow up with member countries and partners regarding nominations, participation and programme requirements.
- Maintain accurate stakeholder, participant and programme contact records.
- Support the Executive Director in maintaining effective relationships with members and programme partners.

C. Meetings and Events

- Coordinate programme requirements for meetings, conferences, parliamentary dialogues and workshops.
- Prepare agendas, participant lists, briefing notes, presentations and programme materials.
- Coordinate with speakers, moderators, parliamentarians, participants and partners.
- Provide programme coordination during regional and international activities.
- Document key discussions, decisions and follow-up actions.

D. Programme Monitoring and Reporting

- Prepare and compile programme and activity reports.
- Monitor programme activities and agreed deliverables.
- Collect programme information and data required for management, partner and donor reporting.
- Maintain complete supporting documentation for programme activities and outputs.
- Prepare programme updates, presentations and briefing materials.

E. Programme Development and Research

- Assist the Executive Director in identifying and developing programme initiatives consistent with AFPPD Global's mandate.

- Support preparation of concept notes, programme proposals and related background materials.
- Conduct research and compile information relevant to population and development, parliamentary engagement and regional priorities.
- Support coordination with potential programme partners and development agencies.

F. Coordination with Secretariat Functions

- Coordinate with Accounts and Admin regarding approved programme budgets, travel, procurement, logistics and supporting documentation.
- Provide timely programme information and documentation required for financial and operational processing.
- Prepare and submit complete administrative and operational requests arising from programme activities, including procurement requisitions, quotation requests, travel arrangements, event logistics and relevant supporting documents to Accounts and Admins.
- Ensure all requests are properly documented, submitted in a timely manner and supported by the necessary approvals in accordance with AFPPD Global policies and procedures.
- Follow up on programme-related requests and coordinate with Accounts and Admins to address any missing information or documentation; the Programme Officer remains responsible for initiating and preparing requests relating to their activities.
- Coordinate with the Communication Consultant and Communication Assistant on programme visibility and communication materials.
- Ensure programme activities are implemented in accordance with applicable AFPPD Global policies and approved procedures.

G. General Responsibilities

- Maintain organized programme records and institutional documentation.
- Support the Executive Director in programme-related meetings and official correspondence.
- Participate in official missions and regional or international activities as required.
- Perform other programme-related duties assigned by the Executive Director.

4. Qualifications and Experience

- Bachelor's degree or above in International Relations, Development Studies, Public Policy, Social Sciences, Public Administration or another relevant discipline.
- Relevant professional experience in programme or project coordination.
- Experience working with international organisations, parliamentary institutions, international NGOs, UN agencies, development institutions or donor-funded projects is highly desirable.
- Preference will be given to candidates with experience in international programme implementation, communication with donors and development partners, and engagement with international media.
- Experience working in a multicultural or international environment is desirable.

5. Skills and Competencies

- Strong programme planning, coordination and organizational skills.
- Good analytical, research and report writing skills.
- Excellent written and verbal communication skills.
- Ability to communicate professionally with parliamentarians, senior officials, international organizations and development partners.
- Ability to manage multiple programme activities and deadlines.
- Good knowledge of Microsoft Office applications.
- Ability to work independently while maintaining appropriate coordination with the Executive Director and Secretariat.
- Willingness and ability to undertake regional and international travel as required.

6. Language Requirements

Excellent written and spoken English is required. Knowledge of additional languages used in the Asia Pacific region would be an advantage.

7. Reporting and Working Relationship

The Programme Officer shall report directly to the Executive Director and will work closely with Finance and Operations, the Communication Consultant, the Communication Assistant and other Secretariat personnel. The Programme Officer shall not independently commit AFPPD Global to financial expenditure, contractual arrangements or external obligations unless specifically authorized in accordance with AFPPD Global policies and delegated authority.

How to Apply

- Curriculum Vitae (CV) in English, including current telephone number and email address.
- Motivation Letter / Cover Letter in English outlining relevant experience and suitability for the position.
- Copy of identification documents and, where applicable, valid employment or immigration documentation.
- Please indicate "Application - Programme Officer" in the email subject line.

Selection Process

Applications will be reviewed based on qualifications, relevant experience and suitability for the assignment. Shortlisted candidates may be invited for an interview and/or practical assessment. Only shortlisted candidates will be contacted. AFPPD Global reserves the right to request additional information or references as part of the selection process.