



CONSUMERS INTERNATIONAL

JOB DESCRIPTION

Job title:	Project Co-ordinator
Project:	Global Consumer Dialog and Public Education Network on Access to Knowledge (A2K) Issues
Location:	CI Kuala Lumpur (KL) Office
Managed by:	Head of KL Office

Main purpose of job:

Consumers International (CI) seeks to harness the collective voice and effectiveness of consumer groups working around the world, and across issue sectors, to achieve more balanced Intellectual Property (IP) regimes that protect consumer/civil society interests. To this end the 'Global Consumer Dialog and Public Education Network on Access to Knowledge (A2K) Issues' project will shortly be initiated. CI wants to appoint an experienced and highly motivated professional to co-ordinate project activities under the supervision of the Head of CI KL. This includes building a network to support the capacity of consumer organisations in the global south to educate their members about the need for more equitable IP regimes and other related communications rights/media justice issues. The Project Co-ordinator will also convene the CI member organisations that are already working together on IP or communications/media related issues to formalise a governance structure and a strategic plan.

Key responsibilities:

- Assisting and co-ordinating IP policy development and strategic planning in CI member countries.
- Supporting and building on work of Members Working Group, establishing policy positions for future work and elaborating campaign and public education strategies.
- Facilitating the organisation of cross-country consultations and follow-ups with appropriate policy makers.
- Providing strategic input to the organisation of events associated with a working group consisting of numerous CI member organisations and other NGOs including input into the

overall agenda, the specific topics to be discussed, and the identification of possible speakers.

- Research, policy tracking and briefing of working group participants on key A2K policy issues.
- Disseminating policy recommendations on priority areas and event reports (internally: website, list-serves, newsletters, teleconferences; and externally: website and relations with governments, media and other relevant stakeholders).
- Facilitating dialogue among the network of consumer organizations and NGOs via electronic list-serves and face-to-face meetings.
- Planning and delivering a media strategy to further the influence of the working group.
- Reporting on various grants and communicating with funding organisations regarding the implementation of project activities.

PERSON SPECIFICATION

Profile:

A person holding advanced degree in law, communication, social sciences with at least two years experience in campaigning and project implementation. Possesses excellent analytical and communication skills with a strong commitment to the objectives of the consumer movement. Knowledge of information management and basic computer skills

Global co-ordination and advocacy:

- Experience communicating/advocating policy issues in campaigning on access to knowledge or communications/media issues.
- Experience in intellectual property issues or a legal background, ideally in copyright, patents, communications rights, consumer rights and related aspects.
- Knowledge of NGO sector, in particular international institutions, governments and other stake holders.
- Commitment to furthering the goals of the international consumer movement.
- Team player with proven ability to manage and prioritise a varied portfolio of work on own initiative.
- Awareness of consumer policy issues and media engagement.
- Work exposure across regions especially in countries of the global south.

Competencies

- Excellent interpersonal and communication skills, orally and in writing
- Strong planning, organisation, co-ordination and negotiation skills.
- Good analytical and problem solving skills.
- Sound initiative and judgment.
- Ability to establish, manage and monitor relationships with members and other stakeholders.
- Ability to work in a multidisciplinary team including diverse cultures, expertise and experiences.

Essential skills and experience:

- At least two years experience in campaigning/networking at the national, regional or international level.
- Demonstrable ability to develop innovative campaigning ideas.
- Understanding and experience of NGO issues with a strong commitment to the aims and objectives of CI.
- Strong writing skills especially for documenting reports and summaries.
- Fluency in written and oral English.
- Strong interpersonal, communication, negotiation and mediation skills.
- Willing to work in KL and ability to travel overseas.