

## **Cancer Research Malaysia**

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JOB TITLE : Head of Community Programmes  
LOCATION : Cancer Research Malaysia, Sime Darby Medical Centre Office  
RESPONSIBLE TO : Chief Executive Officer  
Date : 15 September 2019

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### **SCOPE / PURPOSE OF JOB**

The Head of Community Programmes is an essential catalyst of Cancer Research Malaysia's outreach efforts in reducing the burden of cancer and cancer associated mortality in Malaysia. The candidate needs to understand the opportunities available to do so in evidence based strategies such as the promotion of healthy lifestyle choices (e.g. tobacco control, diet, exercise etc.), the increase in awareness of the signs and symptoms of cancer, the opportunities for increasing uptake of screening in Malaysia and the opportunities to improve survivorship. He/She will need to provide leadership for the cancer community through collaborations with other key stakeholders such as healthcare providers, academic institutions, government agencies and non-profits and private corporations.

We are looking for a confident individual with an open, approachable and pleasant personality. The ideal candidate should be someone who understand the opportunities and demonstrate a strong personal commitment to the outreach cause of Cancer Research Malaysia. The candidate should also be able to embrace inclusion by reaching out and providing fair treatment to people of all backgrounds.

The chosen candidate report to the Chief Executive Officer and work closely with the Head of Communications and Development. He/She will supervise the Patient Navigation Programme team in planning and implementing community outreach programs with Cancer Research Malaysia's long term objectives in mind.

### **RESPONSIBILITIES**

1. Outreach Planning and Cancer Program Development
  - a. Assist in the development of both short-term and long-term outreach plan for Cancer Research Malaysia
  - b. Assess baseline community gap and needs in the area of cancer awareness and prevention that are to be filled
  - c. Interface with researchers, collaborators and community to identify, develop, produce and disseminate culturally appropriate, evidence-based information, education modules and education materials on cancer awareness, prevention and early detection with content from credible cancer control sources that are available locally and globally
  - d. Together with team members, evaluate project objectives, contribute scientific expertise, write, design, implement, validate and lead a range of reports and other documents needed for the project.

- e. Plan and manage project budgets and expenses including procurement activities, fundraising, sponsorship and other related activities.
2. Community Outreach and Education
    - a. Implement outreach activities in line with Cancer Research Malaysia's long-term plan
    - b. Increase awareness and foster adoption of Cancer Research Malaysia's recommendations on cancer awareness, prevention and early detection for targeted audience/communities
    - c. Conduct trainings for participants/volunteers in the cancer educational modules and tools that are developed by Cancer Research Malaysia
  3. Grants / Sponsorship / Fundraising / Partnership
    1. Be responsible for grant application, administration and reporting to grantees that are relevant to the outreach team and programs
    2. Be responsible for creating and fostering good working relationship with community partners, NGOs, donors, corporate sponsors, etc.

#### **QUALIFICATIONS AND COMPETENCIES**

- Bachelor's/Master's degree in public health, applied social/behavioral science, health education, or other related discipline, with minimum 3 years working experience in health promotion.
- Individuals with medical degrees with an interest in public health are also encouraged to apply.
- Open, approachable and pleasant personality with a strong desire to work with the community
- Ability to identify and engage with appropriate partners and stakeholders (internal and external), build and maintain robust working relationships to ensure effective collaborations
- Ability to synthesize complex health information and data for internal reports and general public use
- Skilled in writing clear and concise reports for internal and external audiences
- Experience in analysing data, research, reports and trends
- Excellent organizational skills with focus on detail and follow-through towards completion
- Ability to work independently, take initiative, manage multiple projects and datelines with an entrepreneurial approach
- Adaptability and flexibility to changing demands and challenging opportunities
- Possess a car with valid driver's license, able to accommodate travel and community needs
- Strong verbal and written communication skills in Bahasa Malaysia and English