

ROSE Foundation (Removing Obstacles to cervical ScrEening) is a health non-profit that implements programs throughout Malaysia focusing on cervical screening featuring self-sampling by women themselves and related health education and advocacy for women's reproductive health. The Foundation's three main objectives are:

- To deliver cervical screening to women in Malaysia using ROSE approach, aligned with World Health Organization cervical elimination goals;
- To produce, run, manage, test and maintain, screening services, laboratories, call centers in regard to cervical screening and any other related activities; and
- To provide cervical screening services to Malaysian women prioritizing the under-screened population (including but not limited to B40 income group).

The ROSE Foundation is currently looking for dynamic and pro-active candidates for the following position:

Job Title	Outreach Executive
Location	ROSE Foundation, Klang Valley (<i>outstation trips across Malaysia may be required</i>)
Reports To	Outreach Lead

Primary Objective of the Position

The Outreach Executive will work under and in close collaboration with the Outreach Lead to execute operations of screening sites through site selection, initiation, activation, monitoring and closeout under the ROSE cervical screening program as well as oversee outreach screening events.

Key Responsibilities

1. Assist in the integration of the Program into existing clinic and events workflows and infrastructure.
2. Assist in planning and coordination of site initiation processes including site recce, IT testing and education workshops for healthcare providers and communities.
3. Assist in planning and coordination of site activation processes including supply chain management, user onboarding, publicity, and implementation of screening facilities.
4. Assist in planning and coordination of site monitoring processes including consistent tracking of screening progress and site closeout processes including user offboarding.
5. Help to oversee, manage, and troubleshoot site activities, exceptions and escalated enquiries, and generate reports on site performance.
6. Manage inventory of site materials, and coordinate logistics, resource availability and allocation for site activities.
7. Implement best practices, systems and processes, scripts, manuals and troubleshooting guides, and contribute towards change management to drive continuous improvement.
8. Provide leadership, development and coaching of Outreach interns.
9. Help to monitor, analyze and articulate participant/client/healthcare provider needs, habits, and trends, expressed and/or observed during program engagements.
10. Engage with and maintain a professional working rapport with healthcare professionals, stakeholders, and other relevant entities/individuals (suppliers, service providers etc.)
11. Assist in the preparation of annual budget for screening program, monitor monthly actuals vs budget.
12. Assist in working out the feasible number of annual screenings with management and help drive/achieve the projected numbers as necessary.

Doc ID	Revision	Revision Date	Revision Notes
ROSE-JD2021-OutreachExecutive 202201 v1.1.docx	YML	11 Jan 2022	For External Circulation

Required Skills & Qualifications

- Individuals with an interest in community work, public health, women's health and other relevant fields (preferably with a Bachelor's degree in public health, applied social/behavioral science or other related discipline) are encouraged to apply.
- Minimum two years of working experience in community/health programs.
- Open, approachable and pleasant personality with strong interpersonal skills.
- Excellent organizational skills, attentive to detail and willingness to learn.
- Ability to adapt to different demands and negotiate stressful situations.
- A proactive team player who can work with a minimum of supervision.
- Competent with Microsoft Office software and preferably have good information technology skills.
- Proficient in English and Bahasa Malaysia. Ability to speak Tamil or Chinese is a strong advantage.
- Having own transport is preferable.
- Available on certain weekends.

If you are interested, please send your cover letter and resume to: career@programrose.org

Doc ID	Revision	Revision Date	Revision Notes
ROSE-JD2021-OutreachExecutive 202201 v1.1.docx	YML	11 Jan 2022	For External Circulation