

## JOB OPENING

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### Malaysia, Local Liaison

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### Global Designing Cities Initiative

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**Job Title:** Local Liaison - Malaysia

**Start Date:** Q2 2023

**Salary:** Salaries are indexed to NGOs in country of hire.

**Location:** Remote/ Work from home - Kuala Lumpur, Malaysia

The Global Designing Cities Initiative (GDCI) is seeking a Local Liaison based in Malaysia, to join its mission to transform streets around the world. This role will act as a liaison for GDCI, operating alongside GDCI's team and local government officials, on-the-ground personnel, and service providers to build capacity, design safer streets, and advance the work of GDCI.

#### Who we are

The Global Designing Cities Initiative (GDCI) was launched in 2014, with a mission to transform streets around the world. We inspire leaders, inform practitioners, and invite communities to imagine what's possible when we design streets that put people first. We are a team of designers, planners, and urban strategists committed to reimagining streets as places for people, shaping cities that are safe, healthy, accessible, and equitable for everyone. The strategies and best practices in our Global Street Design Guide are the foundation of our work, and they have been applied in cities across the globe, helping to update policies, build local capacity, implement and evaluate projects, and scale up impact.

#### What you will do

The Malaysia Local Liaison will work under GDCI's Road Safety Program, funded by the Bloomberg Philanthropies Initiative for Global Road Safety (BIGRS). This role looks to strengthen our on-the-ground technical assistance and local relationships with authorities, partners, and other stakeholders to help advance the BIGRS program in Kuala Lumpur, Malaysia. You will represent GDCI in city government meetings, presentations, and capacity-building sessions, during on-the-ground project implementations, and with local communities. You will be based in Kuala Lumpur. You will do this work under the direction of GDCI's Program Manager for Kuala Lumpur, and with the support of BIGRS's embedded staff. You must be fluent in Malay and English and be versed in the cultural context and local policies and practices concerning city transportation, street design, and road safety.

The primary activities for the GDCI **Malaysia Local Liaison** include:

- **Develop strong local relationships and outreach**

- Foster ongoing relationships and build new relationships with city officials, on-the-ground personnel, service providers, and other relevant personnel, and keep GDCI connected to on-going events and happenings.
  - Identify opportunities to scale-up impact through city wide programs and processes.
  - Foster ongoing relationships and build new relationships with city officials, on-ground personnel, service providers, and other relevant personnel, and keep GDCI connected to on-going events and happenings.
  - Collaborate with BIGRS and GDCI staff for a coordinated approach towards the program.
- **Produce technical drawings and sketches, review designs and documents**
    - Provide technical assistance, technical review of designs or drawings, policy and guidance documents, publications, or other technical and specialized tasks, with supervisor and Design Team guidance & review.
    - Summarize and convey written, verbal and visual, complex information for various needs, such as local policy documents and design manuals; as well as blogs, articles, hand-outs, and other outreach material for ongoing projects, campaigns, and events.
    - May produce conceptual and technical designs using hand drawings, AutoCAD, SketchUp, or other 2D or 3D software or applications.
    - Review local, regional, or national regulations, codes, and design guidance documents, identifying existing impediments and opportunities for improvement.
    - Support cross-cutting production work in collaboration with other global GDCI teams.
    - Work with GDCI communications team to produce blogs, articles, hand-outs, and other outreach material for ongoing projects, campaigns, and events.
    - Other technical or programmatic work, as needed.
- **Facilitate and conduct presentations, workshops, and trainings sessions using GDCI and GSDG core materials**
    - Co-facilitate, prepare and deliver local capacity-building and outreach initiatives, in partnership with program managers, through workshops, training sessions, webinars, presentations, panels, or other platforms.
    - Organize community engagement events, including preparing support materials, printing, purchasing supplies, coordination, vendor management, etc.
- **Set the stage to implement street transformation projects, including identifying potential project site locations, supporting site analysis, and data collection for project evaluation**
    - Facilitate and conduct site visits and documentation, data collection and observations studies.
    - Coordinate and supervise local consultants/vendors and procurement processes.
    - Prepare project proposals, reports, and presentations related to projects.

## Who you are

GDCI is looking for a highly collaborative individual who is well-organized and passionate about designing streets with focus in Asian cities' context. GDCI expects that qualified candidates will have exceptional project management and relationship-building skills. Working between government agencies, community groups, public and private partners requires someone who can be flexible with balancing competing needs and proactive in taking on tasks when help is needed, all while representing GDCI's mission and goals. Additionally, you must be comfortable presenting in front of a technical audience.

You must be highly self-directed and willing to accommodate a schedule with some local city and national travel to training sessions, site visits, and other meetings. Some international travel may be required to conferences, training sessions, and other BIGRS related meetings. As we are a globally based team, there may be some instances of required phone calls/meetings outside normal work hours.

To be successful in this job, you will excel in these areas:

- **Excellent verbal and written communication skills:** You are comfortable communicating with various stakeholders, including city officials, funders, contractors, executive teams, staff, etc. You are fluent in Malay and English, both written and verbal.
- **Organized and detail-oriented:** You can juggle multiple projects, stay organized, and meet deadlines. You effectively communicate with teammates to clarify project scope and provide timely updates on progress. You ensure all final deliverables are polished, precise, "fit" the situation, and accurately represent GDCI.
- **Design guidance and reviews:** You are proficient in Adobe Creative Suite (InDesign, Photoshop, and Illustrator). AutoCAD or 3D modeling skills are a plus. You can align and inspire local practitioners on global best practices for safety.
- **Manage a project with limited supervision:** You can execute tasks with minimal supervision. You are collaborative and nimble in approach, able to maneuver between big picture thinking and details. You have experience working in Google Suite.
- **Work with multiple partners to achieve goals:** You have experience working with national, regional, or city policies and guidance for street design or transportation systems, either with government agencies, non-profits, or the private sector. You have experience managing complex stakeholder structures involving multiple city agencies and partners.

## Baseline Experience

At GDCI, we do not have minimum requirements for education or professional experience. We encourage all candidates with relevant and differing experiences and professional backgrounds to apply.

Generally, we expect qualified candidates would have the following baseline experience for Local Liaison:

- Four years of relevant professional experience; OR

- Two years of relevant professional experience with an undergraduate degree; OR
- No years of relevant professional experience with a masters degree
- Working knowledge of InDesign, Photoshop, and Illustrator are required. AutoCAD or 3D modeling skills are a plus.

#### **How to Apply**

- **Deadline for applications:** Applications accepted on a rolling basis—please don't delay!
- **Email applications to:** careers@gdci.global
- **Email subject line:** Malaysia Local Liaison 2023 | Firstname\_Lastname
- **Attachments:** Include a cover letter and resume (both in English) detailing relevant work experience. We welcome additional attachments demonstrating design, writing and visual communication skills, or any other relevant work sample connected to the role. If you've applied for other roles at GDCI, please indicate when you last applied and for which position.
- **Benefits:** GDCI offers competitive compensation and benefits package, including health coverage, retirement benefits, paid sick leave, vacation and holidays. GDCI bases salaries on local markets within the nonprofit/NGO industry and commensurate with experience and skills.

*GDCI is a fiscally sponsored project of Rockefeller Philanthropy Advisors (RPA). We are committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.*

Thank you for your interest; we look forward to hearing from you!

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