

## **Job Position: Administration Officer**

The High Carbon Stock Approach Steering Group (HCSA SG) is a global multistakeholder organisation with core mission to halt deforestation resulting from commodity production. HCSA is a tool that identifies and conserves natural forest from degraded lands in tropical landscapes, amplifying the role of forest conservation as a solution to climate change, while at the same time supporting biodiversity conservation, community rights and benefits, and responsible development.

The HCSA Steering Group is supported by HCSA Secretariat with registered office in Singapore and main office in Kuala Lumpur. We have colleagues based remotely as part of our global virtual teams. We are looking for a passionate individual to support this work and help us professionalise our admin support.

You will be responsible for the **General Administrative Management** of HCSA SG and the job scope is likely to be evolving on an ongoing basis, but will include some or more of the following tasks:

### **Job Description:**

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following tasks:

#### **1. Planning/preparation for HCSA Steering Group/Working Groups physical and virtual meetings**

- Responsible to coordinate logistics for meeting planning including liaising on venue, quotations, and other pre-meeting, on-site and post arrangements needed.
- Responsible to prepare the full meeting itinerary, invitations, and attendance list.
- Coordination with working group/task force leads to prepare and arrange for working meetings, respectively.
- Support in other administrative task relating to the meetings.
- In addition: To also support on any additional side meetings needed in other events (e.g. RSPO, FSC, etc)

#### **2. HCSA Executive Committee (HCSA EC) meetings**

- Support HCSA Executive Director to develop agenda for EC meetings.
- Organise periodic calls, sending invitations and monitoring of attendance confirmation.
- Follow up on quarterly progress report needed from all Working Groups/Task Forces.
- Prepare and circulate meeting minutes on timely basis.
- Follow up on action points needed from EC meetings with secretariat team and members involved.

#### **3. HCSA general email and documentation management**

- Initial contact for all enquires received through general HCSA email and to coordinate responses needed. To ensure effective email communications both internally and externally to maintain a professional image.
- To manage and coordination documentation of HCSA following existing procedures (e.g. document nomenclature system, SharePoint mapping, etc)

#### **4. HCSA general admin support**

- To coordinate weekly secretariat team calls

- Maintenance of HCSA membership list with coordination with membership officer

**Education and/or experience required:**

- A bachelor's degree in Business Administration or any related field or working experience is preferable. Additional qualification as an Administrative assistant or Secretary will be a plus
- Proven experience as an administrative assistant or office admin assistant
- Experience working in multistakeholder setting
- Knowledge of office management systems and procedures
- Experience working in multi-stakeholder setting is a plus

**Other Requirements:**

- Proficiency in MS Office (MS Excel, MS PowerPoint and MS Teams, in particular)
- Excellent time management skills and the ability to prioritise work
- Attention to detail and problem-solving skills
- Good command in spoken and written English (proficiency in Bahasa Malaysia/Indonesia is a plus)
- Strong organisational skills with the ability to multi-task
- An understanding or interest in tropical forest conservation, local communities' rights and livelihoods and responsible land use management is a plus.

*We hope to get a colleague who is:*

- **Flexible:** You will be working closely with partners across the world, so it may be necessary to accommodate time zone differences.
- **Adaptable:** Job priorities and requirements may change and require you to learn new software skills or familiarise yourself with new topics outside your field of expertise.
- **Meticulous:** The quality of our work is essential, and we expect each team member to take responsibility for outputs.

*What we offer:*

- A friendly and collaborative working culture as part of a diverse and energetic team based in KL
- Flexible hours and partial home working on agreement
- A competitive salary and health insurance allowance
- Opportunity to grow and expand the role

HCSA values diversity and will welcome the most suitable applicant regardless of race, gender, religion and beliefs, sexual orientation, or disability. However, due to immigration restrictions, we are only able to employ Malaysian nationals.