

Job Position: HCSA Secretariat Executive Assistant

The High Carbon Stock Approach Steering Group (HCSA SG) is a global multi-stakeholder 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 act as the **Executive Assistant** to the **HCSA Executive Director of HCSA SG** and be responsible for **managing the HCSA Secretariat team** in Kuala Lumpur and the job scope is likely to be evolving on an ongoing basis, but will include 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. Executive Assistant to the HCSA Executive Director (ED) & Governance Support for HCSA Executive Committee (EC) & Steering Group (SG)

Support HCSA Executive Director on HCSA governance and organisational activities. It includes the following, but not limited to:

- i. Support HCSA ED on the management, prioritisation, and following up on HCSA EC/SG matters, including those of a sensitive or confidential nature. Supports appropriate course of action, referral, or response.
- ii. Assists the HCSA ED with communications and reporting to HCSA EC, SG and external partners on HCSA SG and secretariat matters and HCSA strategy and workplans.
- iii. Responsible for organising meetings and providing governance, organisational and secretariat team support with HCSA Executive Committee meetings/calls, HCSA Working Groups overall coordination support, HCSA SG meetings and minute taking.
- iv. Overall assistance with HCSA governance and secretariat document coordination, development, and management (e.g. policies, ToRs).

2. Team Manager for HCSA Malaysia Office

Manage day to day management of HCSA secretariat team based in Kuala Lumpur. It includes the following, but not limited to:

- i. Responsible for KL team management duties including performance objective setting for line managed team members, workplan priority setting, communication, reporting and deadlines for HCSA Secretariat team in Kuala Lumpur.
- ii. Oversees quality of work and guideline compliance of the HCSA Secretariat team in KL.
- iii. Identifies and supports the KL team development and coordinates required training.

- iv. Supports the HCSA ED for managing the HCSA Malaysia office budget and fiscal reporting.

Education and/or experience required:

- Work experience as an Executive Assistant or similar role
- A Bachelor's Degree is required
- At least 5 years of experience in team management
- Experience assisting and support senior management teams and boards, preferably in a non-profit organisation.
- Experience and interest in internal and external communications and partnership development
- Experience working in multi-stakeholder setting is a plus
- Knowledge or understanding of wider sustainability issues related to forest conservation and protection is a plus.

Other Requirements:

- Proven ability to handle confidential information with discretion
- Excellent organisational and administrative skills with a systematic approach combined with attention to detail and a high degree of accuracy
- The ability to get on with a range of people and work well in a team
- Ability to multitask and prioritise tasks
- Excellent time management skills and the ability to prioritise work
- Good command in spoken and written English (proficiency in Bahasa Malaysia/Indonesia is a plus)
- Proficiency in MS Office (MS Excel, MS PowerPoint, and MS Teams)

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.