



for a living planet[®]

JOB DESCRIPTION

Position title: Executive Assistant to Regional Director, Asia Pacific

Reports to: Regional Director, Asia Pacific

Date: October 2018

I. Mission of the Department: Ensure excellence in effective and efficient functioning of Secretariat. Provide the required operational functions, platforms and frameworks needed for WWF International to carry out its functions effectively in all locations.

II. Major Functions: Supports the Regional Director, Asia Pacific in the fulfilment and execution of duties, both to ensure an effective managing of the department, and to liaise effectively with other WWF International Divisions, Practices and WWF National Organisations, Programme Offices and Associates as well as external partners and suppliers. Operates and performs with considerable independence, diversified administrative duties using initiative, judgement, with knowledge of the organization's matters, and an acute sense of diplomacy.

III. Major Duties and Responsibilities:

- Organises and prioritises agenda, meetings and appointments and endeavours to streamline Regional Director's workload.
- Researches, answers, screens and follow-up on inquiries and multiple incoming issues and concerns addressed to the Regional Director, including those of a sensitive or confidential nature.
- Provides support for meetings and conferences including coordinating, travel arrangements, preparing all relevant documents related to travel, meetings or specific subjects the supervisors are working on.
- Supports relevant high level global executive committees, such as the Audit Committee, relevant Communities of Practice etc
- Coordinates organisation and agenda of Asia Pacific team's regular team meetings, including developing action points, monitoring and logistics.
- Edits correspondence, reports and documents and creates spreadsheets and presentations.
- E-mails and prepares correspondence independently where possible, based on familiarity with subject matter, and refers others to appropriate staff member or department.
- Organises travel/accommodation, including negotiating fares, visas, costs, air-mile/CO² calculations and itineraries.
- Oversees budget and manages Regional Director's expenses (Oracle) and makes sure expenses of Regional Director's direct reports are approved.
- Provides first line support to Regional Director on digital devices and applications payment systems, processes and office facilities as well as maintaining filing systems.
- Undertakes other tasks as assigned and carries out duties relying on own initiative and independent action to assist with scheduling and completing work assignments.

IV. Profile:

Required Qualifications

- Secretarial/Administration diploma from a commercial college or equivalent.
- At least 5-7 years relevant experience as executive assistant/secretary.

Required Skills and Competencies

- Attentive to detail and follow-up with excellent organisation and prioritisation skills; efficiency;
- Excellent communication skills, empathy and people-oriented; Diplomacy and capacity to take initiative and work as part of a team;
- Ability to research information and synthesize it;
- Excellent computer skills with expertise in MS Office as well as a working knowledge of collaborative platforms (Google Drive, Zoom, Workplace);
- Strong oral and written communication skills in English;
- Interest in conservation and modern communications;
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging.*
- Clearly demonstrates behaviours aligned to WWF culture: Strive for Impact, Listen Deeply, Collaborate Openly & Innovate Fearlessly.

V. Working Relationships:

Internal – Interacts regularly with staff and offices in the Network as required in fulfilment of duties.

External – Interacts with partners, representatives, visitors, travel agencies, embassies, hotels etc. as required in fulfilment of duties.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.