

Executive Assistant

Terms of Reference

Position Overview	
Title	Executive Assistant
Reporting to	Executive Director
Coordinates with	All WFA team
Location	Preference for Delhi (India) and Colombo (Sri Lanka)
Status	Full-time

Overview of the Organisation

Women's Fund Asia (WFA) is a regional women's fund, committed to supporting women, girls, trans, and intersex people-led interventions, to enhance and strengthen their access to human rights. WFA provides sustainable and flexible funding and resources to support the leadership of women, girls, trans, and intersex activists and groups who work at local, national, and regional levels for human rights.

The Fund started in 2004 as the South Asia Women's Fund (SAWF), operating in Bangladesh, India, Nepal, Pakistan, and Sri Lanka. In 2016 the organisation undertook an intense process of review and consultations, and it was relaunched as Women's Fund Asia on 8 March 2018. As WFA, the organization expanded its mandate across Asia, increasing its outreach from five to 18 countries.¹

The present team works out of five cities in South Asia and two cities in Southeast Asia to implement the Asia-wide programme, with a diverse pool of consultants and experts rostered across the larger region. WFA's headquarters is in Colombo, while the Executive Director works out of the Liaison Office in Lucknow, and a satellite office is located in New Delhi. Other team members work out of their home locations.

Overview of Position

WFA seeks to recruit Executive Assistant to support the Executive Director in carrying out smooth functioning of the organisation. The position requires a candidate with strong skills in administration, coordination, communication, computers, and writing. The nature of the portfolio is predominantly desk work, with intermittent travel requirements during meetings and workshops, nationally, and regionally.

Major Responsibilities

The incumbent will undertake following responsibilities:

I. Administration and Coordination

- a. Provide administrative support to Executive Director - calendar management, planning events, organising meetings (physical/virtual), organising logistics of local and international travel.
- b. Coordinate all executive external as well as internal communications

¹ South Asia: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Sri Lanka, and Pakistan
 Southeast Asia: Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Timor-Leste, and Vietnam
 East Asia: Mongolia

- c. Work closely with the Executive Director to set-up internal meetings (staff meetings, Senior Management Team (SMT) meetings) and their agendas along with briefing material and ensuring minutes of the meeting are recorded well, focusing on the decisions and its follow up afterwards.
- d. Provide back-up to Executive Director and Senior Management Team (SMT) in coordinating with the Board of Directors, on their meetings, governance issues, including the AGM etc.
- e. Ensure maintenance of records (paper and electronic documents) in a manner that would enable required report back to Administrative Hub in Colombo, Sri Lanka.
- f. Ensure fulfilment of the agreed guidelines of Admin manuals, laid down by the Board of Directors.
- g. Supporting the Executive Director in preparing updates and reports and maintaining the records of the same.

II. Key Documentation

- a. Compile and maintain record of all Monthly reports
- b. Maintain minutes of all staff meetings
- c. Maintain minutes of all SMT meeting

III. Other

- a. Support contracting work
- b. Undertake all other tasks as may be directed by the Executive Director for the objectives and purposes of the organization

Qualifications

- a. A Bachelor's degree with a minimum 5 years of experience as an Executive Assistant or similar profile.
- b. Experience in social justice sector, especially working with feminist organisation, in the region will be considered valuable
- c. Proficiency with Microsoft Office (Excel, Word, PowerPoint) is a must; familiarity with database programs will be an advantage.
- d. Strong verbal and written communication skills in English.
- e. Excellent management skills with attention to detail and ability to multi-task, manage competing priorities, and meet deadlines.
- f. Ability to work in a multicultural environment with an international team, working on a remote basis, is a must.
- g. Ability to work independently in a virtual office setting.

Terms and Conditions

- a. Once selected, a renewable contract syncing with WFA's fiscal year (April - March) will be issued.
- b. The current salary for the position is between USD 850 to USD 1000 per month. The remuneration will be commensurate with work experience and skills. The taxes will apply as per laws of the land where WFA has registered office either Sri Lanka or India.



- c. There will be a 6 months' probation period, during which the contract can be concluded through a notice of 7 working days on either side. The incumbent will be internally evaluated before being confirmed. After confirmation the contract can be ended by a notice of 22 working days or salary of 22 working days in lieu of notice.
- d. Once confirmed, there will be an annual performance evaluation every March, a month before a new contract is issued in April. The entitlement to leaves and medical benefits will also apply as per the HR Manual.
- e. There is no obligation on the part of WFA to offer a new contract upon the conclusion of the present contract as WFA's human resource requirement is contingent on access to, availability, adequacy, the purpose of and timing of donor funds.
- f. The organization has a zero tolerance to sexual harassment at the workplace; as well as any form of discrimination on any grounds including but not limited to sex, gender, sexual orientation, class, caste, race, and/or disability; the practice of which could result in immediate termination with no compensation, reference, or experience certificates.