



Job Description – Personal Assistant to the Executive Director

Location: Kuala Lumpur

Organisation: IWRAP Asia Pacific (IWRAP AP)

Reports To: Executive Director

About IWRAP AP

IWRAP AP is a feminist, women's human rights organisation committed to the full realisation of human rights, equality, and justice. We work alongside movements, organisations, and communities to challenge structures and systems that perpetuate discrimination and inequality. Our work amplifies the voices, leadership, and lived experiences of women and gender-diverse people, and contributes to building collective political knowledge, advocacy, and accountability for human rights.

Our values are rooted in feminism, inclusion, equality, respect, integrity, and the recognition of the diverse strengths of individuals and communities. All team members are expected to demonstrate a commitment to advancing human rights and gender justice, and to uphold our core values, including adherence to IWRAP AP's Policy on Addressing the Needs of Marginalised Women and our Child Protection Policy.

Key Responsibilities

Executive Support

- Manage and coordinate the Executive Director's (ED) calendar, including scheduling internal and external meetings across IWRAP AP and partner organisations.
- Ensure smooth scheduling by managing reminders, avoiding conflicts and supporting the ED's preparation for engagements.
- Liaise with Programme Officers to track progress against work plans and keep the ED informed.
- Take minutes and document action items during team and leadership meetings, ensuring follow-up and completion.
- Provide administrative support for recruitment processes for new team members.
- Support the ED with donor communications, governance-related correspondence and preparation of reports.

Board Coordination

- Coordinate quarterly Board of Directors (BOD) meetings, including scheduling, virtual arrangements and communication with Board members.



- Support the Chairperson in finalising meeting agendas.
- Organise and maintain access to documents required for meetings.
- Record, maintain, and track minutes and decisions made during Board meetings and ensure follow-up on agreed actions.

Requirements

- A diploma or degree in Communications, Business Administration, or a related field.
- Proficiency in Microsoft Office, Zoom, Slack, and other digital tools for documentation and collaboration.
- Demonstrated ability to maintain confidentiality and handle sensitive information with discretion.
- Strong problem-solving skills with the ability to anticipate needs and address challenges proactively.
- Experience coordinating with diverse stakeholders such as donors, partner organisations, and community groups.
- Relevant prior work experience in a similar role is an advantage.

General Qualifications

- Ability to work both independently and collaboratively with multiple teams.
- Knowledge or exposure to women's human rights, movement building, and gender justice issues in the Global South is preferred.
- Excellent written and verbal communication skills in English. Knowledge of additional languages is an advantage.
- Strong organisational skills, adaptability, and ability to manage competing priorities and meet deadlines.

Work Arrangement & Compensation

This role is based in Kuala Lumpur. It will begin as a part-time position (equivalent to 3 full working days per week) with the potential to transition into a full-time role.

Monthly remuneration: MYR 4,500 – 5,000.



Application Process

Send your CV and a cover letter to recruitment@iwrap-ap.org with the subject line “Application: EA to Executive Director” by **20 December 2025**. Only shortlisted applicants will be contacted in January 2026.