



AFPPD GLOBAL

JOB VACANCY ANNOUNCEMENT & TERMS OF REFERENCE

Administration Officer

Organization	Asian Forum of Parliamentarians on Population and Development (AFPPD Global)
Position	Administration Officer
Duty Station	Kuala Lumpur, Malaysia
Reports to	Executive Director
Employment Status	Local Recruitment
Contract Type	Fixed-Term Contract
Working Days	Monday – Friday
Working Hours	9:30 a.m. – 5:30 p.m.
Starting Date	January 2027
Application Deadline	6 November 2026

1. Background

AFPPD Global is a regional network of parliamentarians working to advance population and development issues through parliamentary engagement, advocacy, policy dialogue and regional cooperation. The Global Secretariat in Kuala Lumpur coordinates regional programmes, parliamentary engagement, partnerships and institutional activities across the Asia-Pacific region.

2. Purpose of the Position

The Administration Officer will coordinate and carry out the day-to-day administrative and human resources support functions of AFPPD Global's small Secretariat. Working closely with the Executive Director and Senior Accounts Specialist, the Officer will maintain office operations, personnel records, procurement documentation, travel and meeting logistics, and institutional records. The position is a hands-on officer role without responsibility for managing a separate HR department or supervising administrative staff.

3. Scope of Work / Key Responsibilities

A. Office Administration and Operations

- Coordinate day-to-day office administration, correspondence, supplies, facilities and service providers.
- Maintain office calendars, contact lists, electronic and physical filing systems, contracts and official records.
- Prepare administrative letters, internal memos, meeting notices and other routine documents.
- Monitor office maintenance, equipment and service requests and follow up on completion.
- Support implementation of approved administrative policies and procedures.

B. Personnel and HR Administration

- Maintain confidential personnel files, attendance, leave records and employment documentation.
- Coordinate recruitment administration, interview schedules, candidate correspondence and onboarding arrangements.
- Prepare drafts and supporting documents for employment contracts, consultant agreements and personnel changes for management review.
- Track probation, contract expiry, leave and other personnel administration deadlines.
- Support statutory and employment-related submissions by compiling accurate information for review by the responsible officer; do not independently make HR policy or legal determinations.

C. Procurement and Finance Documentation

- Prepare routine purchase requisitions and quotation requests for office administrative needs, with complete supporting documentation.
- Obtain and compile vendor quotations, delivery records, invoices and receipts in accordance with procurement procedures.
- Submit complete requests to Accounts for verification, budget checks, processing and approval routing.
- Follow up on suppliers, delivery schedules and missing documents and maintain procurement files.
- Support asset and inventory records and documentation required for audit or donor compliance.
- Do not approve purchases, commit expenditure, process payments independently or bypass delegated approval authority.

D. Meetings, Travel and Event Logistics

- Coordinate administrative logistics for Secretariat meetings, parliamentary dialogues, conferences and workshops.
- Arrange meeting facilities, accommodation, transport, catering and related services following approval.
- Support visa documentation, travel itineraries, delegate communications and participant registration.

- Maintain event logistics checklists, attendance records and supporting documents.
- Work with the Programme Officer and Communication personnel on their activity requirements; programme and communication staff remain responsible for initiating and preparing complete requests relating to their own activities.

E. Secretariat Coordination and Records

- Support correspondence and routine coordination with parliamentarians, partners, service providers and other stakeholders.
- Maintain shared folders, institutional registers and document retention records in line with confidentiality and data protection requirements.
- Coordinate timely circulation of administrative information and follow up on assigned actions.
- Assist the Executive Director and Senior Accounts Specialist with compliance documentation and administrative reporting.

F. General Responsibilities

- Manage multiple administrative priorities independently while escalating decisions requiring management authority.
- Maintain professional standards, discretion and confidentiality in a small multicultural Secretariat.
- Carry out other reasonable administration and operations-related duties assigned by the Executive Director.

4. Qualifications and Experience

- Diploma or Bachelor's degree in Business Administration, Office Management, Human Resource Management or a related discipline.
- At least 4–5 years of relevant administration or office operations experience; experience handling personnel administration is desirable.
- Experience in an international organisation, NGO, association, donor-funded organisation or multicultural workplace is an advantage.
- Practical experience coordinating vendors, procurement documentation, travel logistics and office records is desirable.

5. Skills and Competencies

- Strong organisational skills, attention to detail and ability to work with limited supervision.
- Proficiency in Microsoft Office and shared electronic document systems.
- Good written and verbal communication skills and professional stakeholder coordination.
- Sound judgement, confidentiality and ability to prioritise competing requests.
- Familiarity with Malaysian office administration and basic employment administration practices.

6. Language Requirements

Good written and spoken English and Bahasa Malaysia are required. Additional languages are an advantage.

7. Reporting and Working Relationship

The Administration Officer reports to the Executive Director and works closely with the Finance & Operations Specialist on daily administrative coordination, documentation and operational processes. The Officer supports programme and communication colleagues on approved administrative and logistical requests. This position has no separate HR reporting line, no supervisory responsibilities and no independent financial or contractual approval authority.

How to Apply

- Curriculum Vitae (CV) in English, including current telephone number and email address.
- Motivation Letter / Cover Letter in English outlining relevant experience and suitability for the position.
- Copy of identification documents and, where applicable, valid employment or immigration documentation.
- Please indicate “Application - Administration Officer” in the email subject line.

Selection Process

Applications will be reviewed based on qualifications, relevant experience and suitability for the assignment. Shortlisted candidates may be invited for an interview and/or practical assessment. Only shortlisted candidates will be contacted. AFPPD Global reserves the right to request additional information or references as part of the selection process.