



## Vacancy

### Executive Assistant to the Executive Director

Founded in 2008, Centre for Peace and Conflict Studies (CPCS) is a Cambodia based non-governmental organisation, working in the field of peace building and conflict transformation in Asia. Our mission is to strengthen strategic intervention into armed conflict with the overall goal of reaching sustainable and positive peace in the Asia region.

The Centre for Peace and Conflict Studies is seeking an energetic and motivated candidate to fill the position of **Executive Assistant (EA) to the Executive Director** of a high profile and dynamic organisation. The primary function of this role is to strengthen the effectiveness of the Executive's daily operations through the provision of administrative and information management support. The responsibilities of the role are varied, challenging, and require the ability to operate effectively within in a fast-paced, and multicultural environment. The ideal candidate is a self-starter and an excellent problem solver. The undertaking of this role provides unique access and insight into the functions of peacebuilding and conflict transformation efforts throughout Asia.

**The Executive Assistant (EA) will be based in Siem Reap City, Cambodia and may require within some part of Asia, and will report directly to the CPCS Executive Director.**

#### Main Tasks and Responsibilities:

- **Travel and Logistical Planning:** Management of the Executive's travel schedule is a core responsibility of the EA. Arranging and managing complex and often fast-changing travel itineraries; liaising with travel agents to ensure smooth and time efficient travel arrangements; booking accommodation; and other logistical tasks essential to streamlining the Executive's busy travel schedule.
- **Communication:** Ensuring smooth internal communication, providing regular internal staff updates on the Executive's schedule and ongoing organizational activities and updating the Executive on the activities of other staff and partners. The EA also assists in external correspondence by drafting emails, official letters and documents for the Executive Director and other members of the team
- **Guest Relations and Representation:** Welcoming and hosting official guests. Engaging with a spectrum of people ranging from peace practitioners and academics to foreign embassy representatives and donors. Coordinating their travel arrangements in Cambodia, including participation in meetings and conferences, transportation, accommodation and other activities.
- **Research:** Preparing background information and briefing notes in support of the Executive's various meetings, conferences and obligations. Assisting in the process of report writing, the editing of speeches, preparing presentations and composing briefing papers.

- **Special Projects:** Assisting the Executive Director in other projects as they arise. Undertaking the preliminary work to transform ideas into fully operational programmes by developing concept notes and preparing materials to attract donor support.
- **General Support:** Preparing invoices and reimbursement for the Executive Director; maintaining documents and filing system; managing contacts and business cards; printing and preparing travel and work documents; running errands as the need arises.

#### Required Qualifications and Skills:

- **Education:** Must have a Bachelor's degree.
- **Work Experience:** At least two years practical experience in executing tasks similar to those described above; ideally experience working with a Non-Governmental Organisation (NGO) in Asia.
- **Organizational Skills:** Must be highly motivated, hard working, well organized and detail-oriented. Demonstrated commitment to excellence. Ability to meet short and long term deadlines without direct supervision.
- **Communication Skills:** Articulate and tactful oral and written communication skills with a strong command of English. Ability to adapt communication according to audience and to distill complex concepts into concise messages.
- **Research Capacity:** First-rate research and editing abilities with strong analytical skills are a must. Strong strategic and analytical skills. Demonstrated interest in and sound understanding of peace and conflict issues in the Asia. Knowledge of Myanmar and Philippines peace processes is advantageous.
- **Required Disposition:** Demonstrated interpersonal and negotiation skills; and experience in multicultural settings is advantageous.
- **Flexibility:** Ability to react and adapt quickly to unexpected changes, and ready to anticipate problems and provide creative solutions to challenging situations. Flexibility must also be applied to work in multicultural teams, respecting cultural, religious, and national diversity.
- **Information Technology:** Proficient in information technology, particularly Microsoft Office: Word, Excel, Power Point, Outlook and with a first rate ability to undertake Internet research. Fluency in digital communications platforms and strategies, including Facebook, Twitter and others.
- **Confidentiality:** Protects the Executive, the organization and its operations by ensuring the confidentiality of sensitive information.
- **Organizational:** Ability to fully identify with the Centre's mission and core values.

Applicants should send their CV, motivation letter and two references to **Ms Desiree Joy Granil, Administrator/Human Resource Manager** at [joy.desiree@centrepeace.asia](mailto:joy.desiree@centrepeace.asia), by **Friday, 27<sup>th</sup> February 2015**. Only short-listed candidates will be contacted for interview.

Candidates from Asia will be given preference for this position.