

**The European Forest Institute
is seeking an
Administrative Officer
based in Kuala Lumpur, Malaysia**

The European Forest Institute (EFI) is an international organisation with 29 member countries and around 120 member organisations. EFI has several offices across Europe and a project office in Kuala Lumpur, Malaysia which supports forest governance processes in the Asia Region.

For over ten years, EFI has supported the European Commission, EU Delegations, EU Member States and partner countries in the implementation of the EU FLEGT Action Plan and other forest related international policies.

To reinforce EFI's Asia team, we are seeking an Administrative Officer to join us in Kuala Lumpur, Malaysia.

Tasks and responsibilities

The Administrative Officer will support EFI's Asia team and will work in close cooperation with EFI Headquarters, on a broad range of administrative tasks. In particular she/he will:

- Liaison with service providers on equipment upkeep and office maintenance, banking, payments and remittances, and practical administrative arrangements for the office.
- Prepare staff visa applications, travel planning and flight arrangements, and support expense and travel claims.
- Practical and administrative arrangements relating to organization of meetings and events.
- Support to maintain EFI's Regional Office Status in Malaysia via submissions to the Malaysian authorities, in particular Malaysian Investment Development Authority (MIDA).
- Support to expatriate work permits applications and renewal; immigration passes and income tax submissions.

Qualifications

- Business school diploma or a bachelor's degree in a relevant field (e.g., business administration) with minimum of 5 years relevant working experience, part of which in administration, accounting, or finance. Experience with the arrangement of expatriate work permits is an asset.
- Fluency in spoken and written English and Bahasa Malaysia.
- Ability to effectively use standard office software, such as MS Office (Word, Outlook, Excel), Teams (or any related software) and willingness to learn specific IT solutions (e.g., Intranet and Oracle NetSuite) used at EFI.
- Service orientated and flexible attitude. Experience of working in a multinational environment is an asset.
- Excellent organizational skills and the ability to multi-task.

Duty Station

The position will be based in EFI's office in Kuala Lumpur, Malaysia.

Employment Conditions

The position will be an EFI staff member. The initial duration of employment will be 2 years including a six-month probationary period. EFI offers a competitive benefits and salary package.

Interested candidates are requested to send (in English) a CV including copies of academic degree certificates with a motivation letter by **28th September 2021**, using our [online](#) application form.

For more information about the position, please contact Alexander Hinrichs, Head of EFI's Office in Kuala Lumpur, email: Alexander.Hinrichs@efi.int.

EFI is an equal opportunity employer. All applications will be treated confidentially.

Please note that only candidates that have been shortlisted for interview will be contacted.