



Women's Fund Asia

## Terms of Reference

### Operations Officer

Position Overview	
Title	Operations Officer
Organisation	Women's Fund Asia
Section	Administration
Reporting to	Manager, Operations & Human Resources
Coordinates with	Manager, Administration and Events; All Staff
Location	Lucknow, India
Status	Full-time

#### Overview of the Organisation

Women's Fund Asia (WFA) is a regional women's fund, committed to supporting women and trans\*<sup>1</sup> people led interventions to enhance and strengthen access to women's and trans\* people's human rights. Our core mandate is to support women's and trans\* rights groups and activists in Asia, address the non-availability of resources for women and trans\* rights work in the region, and support strategies and interventions designed, implemented and led by women and trans\* people. 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 on 8 March 2018, it was relaunched as Women's Fund Asia, expanding across Asia in its mandate, increasing its outreach from 5 to 18 countries.

WFA's headquarters are in Colombo, Sri Lanka, with a satellite office in New Delhi, India, and the Executive Director (ED) works out of the Liaison Office in Lucknow, India. WFA seeks to recruit an Administration Officer (AO) based in the Lucknow office to support the work of the Manager of Operations & Human Resources (OHR) and Manager of Administration & Events (AE); as well as provide direct logistic support for the Executive Director.

The AO will assist in managing the offices in Lucknow and Delhi, as well as provide logistic support in travel arrangements, including boarding and lodging for the WFA team. She/they will manage the appointment and travel calendar of the ED and work closely with the Manager OHR to ensure the ED is effectively supported in day-to-day administration of the organization.

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<sup>1</sup> This document endorses use of the term trans\* with an asterisk, denoting a placeholder for the "entire range of possible gender identities that fall under the broad definition of trans."

**Head Office:** 126, Polhengoda Road, Colombo 5, Sri Lanka | **Phone:** +94 11 4324541

**Liaison Office:** No. 904, Eldeco Empereur Apartment, Dr Baijnath Road, New Hyderabad Colony, Lucknow 226007, India | **Phone:** +91 0522 4236579



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## Overview of the Position

The AO will be responsible for supporting travel, boarding and lodging, calendar management, and record management for the India offices, and support to both Managers on the logistic part of their portfolios. She/they will be supervised by the Manager OHR in day to day implementation.

In order to fulfil this role, she/they will undertake the following, amongst others:

- a. Support in coordinating and organizing meetings, events, conferences, travel plans, etc. of all relevant persons, which includes booking reasonable hotels, travel arrangements (all kinds), and visa assistance.
- b. Effective creation and management of the ED's calendar, particularly in finalising meeting appointments, both physical and virtual.
- c. Keeping track of workplans and reporting deadlines for the ED to review, and ensuring the ED is alerted to same.
- d. Support minutes and note taking in meetings undertaken by ED.
- e. Update and maintain internal information systems.
- f. Be the focal point to receive and send all incoming and outgoing information to/from the ED office, respectively.
- g. Ensure maintenance of relevant records of the office, including office reports, soft and hard filing, library, etc; as well as maintaining the updated list of contacts, (grantee, partner, donor, networks, misc.) for ready referral and retrieval on request.
- h. Undertake all other tasks as may be directed by the reporting authorities or the ED for the object and purposes of the organization

## Core qualifications/competencies

- Prefer 2 – 3 years of experience in office management
- Minimum graduate degree, with excellent computer and internet skills
- Excellent communication skills and strong command of English language
- Ability to handle and management event and travel logistics
- Ability to remain calm and focused in stressful contexts
- Ability to work with diverse people and communities in an international, multicultural environment is a must.

## Terms and Conditions

- Salary will be commensurate with experience.
- The incumbent will report directly to the ED in the Lucknow office.

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- There will be a six-month probation period, during which the contract may be terminated through one week's notice from employer or employee. The incumbent will be internally evaluated before being confirmed.
- The contract may be terminated with one month notice or salary in lieu of.

Interested candidates should send their **CV and a letter of interest to [info@wf-asia.org](mailto:info@wf-asia.org) with the subject line “Application for Operations Officer” by 8 May 2019**. Applications will be reviewed on a rolling basis and shortlisted candidates will be contacted by 31 May 2019.

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