

JOB DESCRIPTION	
Department: General Direction	
Position Executive Assistant (full-time)	Reporting to: MSF Japan General Director Number of supervise: N/A
Duration: Open-ended	
Current Job Grade: C or D	

Overall Responsibilities

This key position facilitates the successful coordination, communication and functioning of MSF Japan’s General Director and Leadership Team (hereafter referred to as LT). The Executive Assistant (EA) is the focal point on all executive matters for internal stakeholders.

The role provides high quality administrative assistance and project support in a one-on-one working relationship with the General Director and members of the MSF Japan Leadership Team. The EA supports the General Director in meeting MSF-Japan’s operational goals and objectives, and requires broad experience in business administration, and knowledge of organizational policies and practices.

The role also works closely with the Board Assistant who works for MSF Japan’s President and Board members part-time, and the Association Coordinator who works for MSF Japan’s Association.

Requirements of the position

Based in Tokyo (Commutable to MSF Japan Office in Waseda)

Main Responsibilities

Main Tasks and Duties

- Facilitate the coordination and time management of the General Director, including weekly, monthly & annual priority setting, regular task management, internal and external communication spaces, etc.
- Facilitate the LT in all aspects of their role as defined in the MSF Japan Leadership Team TOR
- Facilitate effective coordination, communication, and mutual accountability among the LT
- Follow and hold accountable LT members to actions and tasks as delegated by the General Director, including dossier oversight on behalf of the LT

- Implement and maintain effective mechanisms for reporting, internal communication / accountability toward office staff and follow up across the LT (agenda's, minutes, actions lists, dossier follow up, planning frameworks, board reporting cycles etc.)
- Ensure executive compliance with monitoring and reporting requirements of the Board members of MSF Japan (e.g., executive update, dashboards, annual reports, etc.)
- Liaise with International Office, Operational Centers, SEEAP Project counterparts to coordinate group forums (international meetings) and other functions as required
- Liaise with internal staff at all levels

ADMINISTRATION

- Prepare and edit correspondence, communications, presentations and other documents
- Maintain an efficient and readily accessible Executive and Leadership Team filing system
- Proactive calendar management for the General Director; i.e. time and availability gatekeeper, including weekly/monthly/quarterly agenda and annual movements calendar.
- Record, transcribe and distribute agendas, minutes of meetings including supporting documents and action agendas, as well as follow-up on action points
- Monitor, screen, respond to and distribute incoming communications to the General Director.
- Provide administrative support to the General Director in the organization, and follow up of Board and LT meetings
- Receive and interact with incoming visitors for the General Director.
- Reconciliate expenditure on the monthly statements of cooperate credit card, ensuring charges are correct and expenditure allocated to correct cost codes.
- Assisting the GD with annual Budgets and Forecasts of the GD Office, liaising with Finance Dept. and ensuring the reporting is done in a timely manner using the appropriate software.

OTHER TASKS AND PROJECTS

- Assist with various ad-hoc tasks when requested by the LT and in agreement with the General Director
- Prepare and coordinate application documents for NPO certification submitted to the local government office every 5 years (make sure filing and archive are organized appropriately by relevant departments)
- Liaise with the Board Assistant on matters relating to accountability, good communication, timely and relevant reporting to the Board
- Liaise with the Association Coordinator on any matters relating to the Association

Qualifications and requirements

ESSENTIAL CRITERIA

- Strong commitment with the MSF Charter
- Strong Time Management Skills with several years' experience in an EA or similar role
- Ability to write succinct, clear minutes and action points from complex meetings in English
- People and Interpersonal Skills
- Good Listening and Communication Skills
- Administrative, Organizational and Planning Skills with a strong attention to detail
- Demonstrated ability to maintain confidentiality and act with integrity
- Project Management Skills
- Problem Solving Skills
- Ability to work proactively and independently with proven judgement and decision making ability
- Information Gathering and Monitoring Skills
- Ability to manage multiple competing priorities
- Fluent in both Japanese and English (at more than advanced business level)
- Proficient in the use of Office 356, Microsoft office, Share-point and similar software

DESIRABLE CRITERIA

- Experience in Humanitarian, Not-for Profit, NGO or similar organizations
- Familiarity with MEDECINS SANS FRONTIERES Japan's administration & processes

Special Notes:

This Job Description is only a summary of the typical functions of this position and not an exhaustive or comprehensive list of all possible job responsibilities and duties. Accordingly, the responsibilities and duties of the jobholder might differ from those outlined in this Job Description and the other duties, as assigned, might be part of the job due to the organizational and operational needs.

Application documents (Please send all these documents)	1. CV, with your photo if possible (in English) 2. Motivation letter (in English) 3. 履歴書 (和文・できれば写真付) 4. 職務経歴書 (和文) 5. 志望動機書 (和文)
Email Address	Please send the above documents to: hqhr-recruitment@tokyo.msf.org
Application Deadline	May 6, 2024
Note	Only short-listed applicants will be contacted. The selection process will start in order of application. We will close the position as soon as we find the best candidate.