

The All Women’s Action Society (AWAM) is an independent, non-profit women’s organisation committed to create a just and equitable society. AWAM would like to invite applications for the following vacancy:

**Title: Assistant Finance & Admin Officer**

**Requirements:**

Potential candidates should have knowledge and experience of standard employees’ statutory contributions and submissions. He/she must have a fair understanding and knowledge of regular practices of finance/book-keeping. The person must be people-centred, interested in gender/human and women’s rights issues, be able to work independently and interact easily at all levels.

**Key responsibilities**:

1. Provide administrative support to the Finance & Admin, Assistant Manager in the day-to-day running of the office and ensuring that they are in line with the AWAM’s principles, policies and objectives.
2. Responsible for the day-to-day planning, coordination and logistics of the AWAM Centre.
3. Provide support to ensure the successful management and implementation of fundraising events and ad-hoc events.
4. Offer administrative support to the different priority areas.

Candidates who have worked with non-governmental organisations are strongly encouraged to apply.

Salary will commensurate with experience.

**How to apply:**

Please send us:

(1) a resume; and

(2) a brief note stating why you want to work with AWAM (can be inserted in your cover letter).

Send the above application by 20 July 2014 to Emily O. Mathius, Finance and Administration Assistant Manager. Email: finance-admin@awam.org.my with the subject heading: **Application for Assistant Finance & Admin Officer** position. Tel: 03 - 7877 4221, Fax: 03 – 78743312. (www.awam.org.my)

Only shortlisted applicants will be notified.