



Job position: Administrative and Finance officer

Location: Kuala Lumpur, Malaysia

Starting: June/July 2026

Background:

The Asian Forum of Parliamentarians on Population and Development (AFPPD) is a non-governmental organization, which serves as a coordinating body of 30 National Committees of Parliamentarians on Population and Development.

AFPPD seeks to generate support and cooperation among Asian parliamentarians in the areas of population and development, and related fields. It commits to educate, motivate, involve, and mobilize parliamentarians on the linkages between population and issues such as women empowerment and gender equality, investment in youth, climate change, investing in youth and active ageing.

Position Summary:

The Administrative and Finance Officer oversees the day-to-day and coordinates the administrative, operational, and office management functions of the newly established NGO. This role ensures compliance with Malaysian regulatory requirements, supports program teams, manages administrative staff, and maintains efficient internal systems. The Administrative and Finance Officer helps the organization operate smoothly so program and advocacy work can be delivered effectively to communities served while managing organization's financial activities, ensuring accurate financial reporting, compliance with regulations, and effective budget control. Moreover, to acts as a key point of contact for internal teams, vendors, and external partners, helping maintain a productive, organized, and professional work environment.

Duties and Responsibilities:

1. Oversee daily office functions to ensure smooth and efficient operations.
2. Ensure organizational compliance with Malaysian laws and regulations,
3. Develop and implement administrative systems, policies, and procedures.
4. Manage office equipment, supplies, and facility needs, ensuring cost-effective procurement and maintenance.
5. Coordinate meetings, events, and travel logistics.
6. Assist with project (UNFPA and other international funding partners) budgeting, expense tracking, and financial reporting.

7. Oversee vendor contracts, invoice processing, and purchasing activities.
8. Ensure compliance with organizational financial policies.
9. Ensure compliance with organizational policies, legal requirements, and data-privacy standards.
10. Manage digital and physical record-keeping systems, ensuring accuracy and accessibility.
11. To manage the organization's financial activities, ensuring accurate financial reporting, compliance with regulations, and effective budget control.
12. Support audits, reporting cycles, and documentation procedures.
11. To undertake other related tasks as requested by the Executive Director

Minimum Requirements:

- Degree in Management, Accounting, Business Administration or Public Administration
- 3-5 years of administrative or office management experience
- Familiarity with Malaysian labor laws, EPF/SOCSO requirements, and NGO regulatory obligations

Work Experience:

- Proven experience and knowledge in international projects
- Extensive knowledge on UN policies, procedures and practice is an asset.
- Ability to work as part of a team, sharing information and coordinating efforts within the team;
- Able to adjust in a diverse working environment and has the ability to manage multiple tasks under tight deadlines.
- Full computer literacy in internet searching and Microsoft Office programme i.e., MS-Word, MS-Excel and MS-Powerpoint.

Language Requirements:

- Excellent communication skills in English Bahasa Malaysia, proficiency in Mandarin or Tamil is an added advantage

Contract Period: 1 year contract (renewable with possibility to be promoted as a full-time)

Interested candidates are requested to submit letter of application including curriculum vitae with expected salary, a recent photograph and three references to;

Asian Forum of Parliamentarians on Population and Development

E-mail: afppd@afppd.net; usmonov@afppd.net

Website: www.afppd.net