

**Job Title:** Interim Executive Director (Interim ED)

**Reports to:** Board of Governance

**Duration:** [6 months]

**Overview:**

The Interim Executive Director works closely with the Board of Governance and will oversee the operations of the organization during the transitional period, ensuring that the organization continues to achieve its mission of advocating for human rights. The Interim ED will focus on managing human resources, promoting staff and organizational well-being, prioritizing strategic work with the secretariat, supporting membership engagement, and ensuring that both operational and financial processes are well-maintained.

**Key Relationships:**

- Board of Governance, Amnesty International Malaysia
- Partner organisations in Malaysia and internationally
- Amnesty International's sections and structures
- Amnesty International's International Secretariat (IS) and Regional Office (RO)

**Key Responsibilities:**

**1. Leadership and Strategic Oversight**

- Serve as the primary leader of the organization's secretariat, ensuring the team is aligned with the strategic goals set by the Board in line with global priorities.
- Provide guidance and leadership for ongoing and upcoming projects, working closely with the Secretariat to streamline workflows and focus on key deliverables.
- Ensure effective communication between Staff, the Board of Governance, and external stakeholders.

**2. Human Resource Management & Staff Well-being**

- Oversee the management of staff, ensuring HR policies and procedures are followed.
- Promote a positive organizational culture by fostering staff well-being, supporting work-life balance, and addressing employee concerns.
- Facilitate staff development, capacity building, and professional growth to maintain a motivated, resilient, and healthy team.
- Oversee the hiring of required personnel for the organisation

**3. Operations and Organizational Management**

- Ensure the smooth day-to-day running of the office, including oversight of office infrastructure, technology, and operational support.
- Manage the workflow of the secretariat, ensuring that priority areas are resourced appropriately, and deadlines are met.



- Review and enhance internal processes to improve efficiency, team collaboration, and overall organizational health during the transition period.
- 4. Financial Management**
- Ensure good financial management practices are adhered to, as required by Malaysian law and International Secretariat's requirements.
  - Ensure the periodic auditing of the accounts, as required by Malaysian law.
  - Monitor cash flow, financial reporting, and compliance with funding requirements.
  - Maintain transparency with the Board on the financial status of the organization and ensure the production of regular financial reporting to the Board.
- 5. Membership and Activism Engagement**
- Engage with the organization's membership, ensuring that member-driven priorities are integrated into the overall strategy.
  - Facilitate active participation of members in advocacy and campaign initiatives, empowering them to contribute to human rights activism.
  - Monitor the mobilization of activism and resources to enable members, groups and activists to fulfil the objectives of AI Malaysia.
  - Support the secretariat in managing member communications and organizing events or activities that foster a sense of belonging and participation.
- 6. Human Rights Advocacy and External Relations**
- Leverage extensive knowledge of human rights in Malaysia to guide the organization's strategic focus.
  - Act as the primary representative of the organization in meetings, conferences, and public forums.
  - Maintain strong relationships with key stakeholders, including partners, and governmental bodies.
- 7. Campaigning and Strategic Planning**
- Lead 2025 strategic planning with Staff and produce effective and achievable campaign strategies, and other required strategies to support key campaigns; including membership strategy, children and youth strategy for the upcoming year.
  - Lead the development of sound monitoring and evaluation frameworks to measure the success of each campaigns
- 8. Board Support and Reporting**
- Ensure timely and accurate reporting to the Board and the International Secretariat.
  - Work with the Board to implement and adapt strategies as necessary during the interim period.
  - Prepare reports and presentations as required to assist the Board in decision-making.



**Qualifications:**

- Extensive experience in human resource management, including leading teams and managing organizational change.
- Strong focus on staff well-being and creating a positive, healthy organizational culture.
- In-depth knowledge of human rights issues, particularly in the context of Malaysia and the region.
- Proven track record of successfully managing operations and financial oversight in a non-profit or similar organization.
- Strong leadership, interpersonal, and communication skills.
- Ability to work collaboratively with a diverse team and engage effectively with external stakeholders.
- Understanding of member-driven organizations and a commitment to promoting activism.
- Needs to be based in Malaysia, especially with working visa.





## Executive Director – Amnesty International Malaysia

<Based in Malaysia>

Amnesty International Malaysia is looking for a new Executive Director. This is an exciting opportunity for someone with great leadership who is passionate about human rights for all and is ready for a creative new challenge.

The **primary focus** of this role is to ensure the effectiveness of Amnesty International in the country by: achieving human rights impact and growth in membership, activism, diversity and income; increasing the organization's public profile and advocacy strategies; building strong relations with the local human rights movement and civil society; strengthening the public constituency of support for human rights and consolidating AI's operations in the country. The Director reports to and is accountable to the Board and will work closely with its members.

**Profile:** Amnesty International needs a Director who has:

- Extensive experience of working in relevant fields at a senior level, including leading and managing a known and respected national or international NGOs
- Understanding of national and sub national political realities and ability to demonstrate innovative solutions to human rights challenges
- An impartial profile, credibility and integrity
- Strong project, organizational, risk, and financial management and fundraising skills
- Highly developed strategic thinking and political judgement
- A proven track record of personal leadership, influence and impact, working with teams both locally and remotely.

Benefits: Gross salary ~MYR 16,000, or competitive package. There will be a requirement to travel and represent Amnesty across the country as well as abroad. You will be part of a lively network of peers and colleagues from around the world.

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Please submit your resume, cover letter and three references to [chair@amnesty.my](mailto:chair@amnesty.my). Applications will be considered on a rolling basis. Please use 'APPLICATION FOR INTERIM EXECUTIVE DIRECTOR' as your e-mail Subject.

Closing date for application is **30 November 2024**. Curriculum Vitae and Cover Letters necessary! With this posting are linked the full Job Description and Person Specification.

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