

Job Description

Executive Assistant, Climate - China and SSEA 2025

About CIFF

The Children's Investment Fund Foundation (CIFF) is an independent philanthropic organisation, employing around 200 people across offices in Addis Ababa, Beijing, London, Nairobi, and New Delhi. CIFF works with a wide range of partners seeking to transform and empower the lives of poor and vulnerable children and adolescents in developing countries, with the ultimate goal of solving seemingly intractable challenges to ensure all children and adolescents have the chance to survive and thrive.

CIFF aims to play a catalytic role as a funder and influencer to deliver urgent and systemic change at scale. Areas of work include empowering adolescents and young people to control their sexual and reproductive health to avoid unintended pregnancy, unsafe abortion and HIV/AIDS; improving children and mothers' health and nutrition; preventing low birthweight babies; eliminating deaths from severe acute malnutrition, nested within a more integrated approach to childhood development; and deworming efforts to break transmission for good. CIFF's child protection work focuses on ending child labour and sexual exploitation by enabling an environment that reduces vulnerability of communities and increases protection of children. The organisation's climate portfolio is driven by a vision of a climate-safe future for today's children and future generations that also bear the benefits of cleaner air, energy security and sustainable jobs. Across these areas of work, we seek to be the gold standard in grant making and foundation operations, and place significant emphasis on quality data and evidence.

We are privileged, as a financially independent philanthropy, to be able to work in challenging areas that others can't and we often elect to work on what can be controversial issues that others won't. For example, CIFF is pro-choice with respect to women's reproductive rights along with the prioritisation of access to reproductive information and to contraceptive choices. It is imperative to the CIFF family, therefore, that prospective candidates are aware of the issues we work on and embrace all our programmatic work with fully open minds to the huge number of ways in which we seek to empower young lives.

Building and harnessing diversity of perspective and experience within CIFF is critical to us achieving our bold goals. We strive to deliver a work environment which is diverse, equitable and inclusive, respecting and embracing individual differences and needs, and enabling all members of the CIFF family to be at their best.

We consistently work to enhance our policies and practices, ensuring that they actively support this intent. And we offer a flexible, hybrid model of working which seeks to accommodate the individual needs of our people and enhance employee wellbeing.

For more information please visit www.ciff.org – we recommend you review our website to gain an oversight of all our programmes. If you would like to join CIFF, please apply via the Careers section of our website. If you need to speak with us for any reason, please don't hesitate to contact our Recruitment team by email, at recruitment@ciff.org.

Role profile

Job Title	Executive Assistant, Climate (Grade S1)
Reports to	Business Manager - China and Southeast Asia
Location	China
Main purpose of the role The Executive Assistant (EA) will provide comprehensive, proactive executive and administrative support to Climate Directors and the wider team in the China office. The position requires broad administrative and personal assistant skills and a high level of efficiency and proactivity. The EA will act as the key point of contact for the Climate Directors in the China office, making decisions and recommendations where appropriate, to ensure the best use of time for internal and external meetings. The role holder will ensure a constant overview of both what is happening now and what is coming up and will anticipate and plan to make things as smooth as possible for the Directors and the team. The position is privy to confidential information that requires the highest level of confidentiality and judgment. This is an excellent opportunity for an organised professional with excellent communications skills, who wants to be part of an exciting, growing and mission driven organisation.	
Role's responsibilities • Act as the central point of contact for Climate Directors in their relationships with external and internal partners, grantees, peer community and other key relationships. • Complex diary management including ensuring that meetings planned are respectful of time differences across geographies • Event planning; including internal team meetings and offsites and planning and co-ordination of high-level meetings, both internal and external. • Arrange travel for Climate Directors and other members of the team as needed (this may be on a frequent basis). Manage visa requirements, and work with CIFF travel agents to organise flights, hotels, cars etc. Occasional organisation of group travel for the team. • Undertake projects that support the Foundation's agenda • Support other members of the team, in the form of meeting set up; drafting, collating and distributing papers; meeting minutes; travel and trip preparation. • Implement efficient systems and processes in order to track delivery of tasks and optimise allocation of resources. • General administrative duties, including invoice processing, and management and support for central administrative tools for the team, such as Fluxx (our grant management system), budget, pipeline, portfolio and HR tools. • Work as a team with other EAs and local office management to support smooth running of the office infrastructure, including assisting with high workloads and when there are absences. • Work closely with the Operations Director and Business Manager (China & SSEA) to support the smooth running of administrative elements of daily operations in the Beijing office, including office procurement, vendor and property management (such as plant	

maintenance, cleaning services, property liaison, and office repairs), ensuring a safe, comfortable, and productive work environment.

- Coordinate with CIFF's Facilities, HR, and IT teams to ensure local office operations align with global standards; support office supplies and IT service requests; maintain Beijing office carbon budget records; and ensure smooth HR onboarding and offboarding processes.

Membership of the team

- This role does not hold line management responsibility, but we expect all employees to demonstrate good leadership behaviours; this includes adopting a coaching approach with colleagues to help build skills, confidence and capability in particular areas, processes or procedures.
- As required, support on the planning and coordination of inductions for new joiners to the team.
- We operate a matrix structure so reporting lines can vary between specific aspects of the role.

Requirements of the role holder

Skills & Experience

- Strong administrative experience, working for senior executives in a busy and complex environment; good experience as a scheduler or manager of executive time
- Strong interpersonal skills – engages with others to get the best out of them and works well as part of a team
- Demonstrates professional, sound judgement and the highest ethical standards, confidentiality and personal integrity
- Exceptional organisational skills; able to be flexible as priorities and needs change, and works well under pressure
- Excellent attention to detail
- English is CIFF's business language – we expect all of our people to display outstanding verbal and written communication skills across all aspects of their role
- Capacity to work in a range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner to maximise effectiveness
- IT proficiency – must possess strong Microsoft skills, particularly in Outlook, PowerPoint, Excel and Word, and have the ability to learn new packages, when required
- Ability to work well independently; a motivated self-starter with good problem-solving skills
- Numerate, with a good understanding of basic budget processes

Key working relationships

- The Executive Team, their EAs and local office management within CIFF
- CEO Office
- Established points of contact across all CIFF programme teams and functional teams (e.g. finance, HR, legal)



Management dimensions

- No direct budget or people management accountability but contributes the efficient operation of their team.

Application process

Please submit your bilingual CV using this link: <https://apply.workable.com/ciff/j/C27FC49DBC/>

Closing date: 2025/11/20 or till the position is filled.