

Executive Assistant and Operations Coordinator

Advert – June 2026

- **Do you want to do work that really matters? Help us end avoidable blindness**
- **Full time, fixed term role, based in Kunming, China**
- **Closing Date: 30 June 2026**

ABOUT THE FRED HOLLOWES FOUNDATION

The Fred Hollows Foundation is an international development organisation working to prevent blindness and restore sight. We continue to carry on the legacy of Professor Fred Hollows, who believed every person had the right to quality eye care, no matter where they live. The Foundation is known around the world as an organisation that works with purpose and determination. With a reputation for excellence, we are well known for making change happen.

The Foundation has grown to work in more than 25+ countries throughout Africa, South Asia, Southeast Asia, the Middle East and the Pacific, as well as Australia. The Foundation has restored sight to more than 3 million people worldwide. We have an ambitious five-year strategic plan that aims to take us even closer to realising our vision of a world in which no person is needlessly blind, or vision impaired and Indigenous Australians exercise their right to sight and good health. To find out more about our work, please visit our website <https://www.hollows.org>

THE OPPORTUNITY

The Executive Assistant and Operations Coordinator supports and provides administrative, operational and executive support to the Chief of Programs and Partnership and coordinates operational and administrative support across the Programs and Partnerships division and global teams. The role supports the management of sensitive program information and documentation, ensuring communication, records and data are handled in line with organizational and location specific practices. The position acts as a trusted partner to the Chief of Programs and Partnership.

KEY RESPONSIBILITIES

- Enables program delivery by supporting planning cycles, coordinating activities and stakeholders, and maintaining systems and processes that ensure work is aligned, visible and progressing toward key outcomes. This includes supporting the coordination and management of administrative processes, program documentation and the information flows, enabling clear communication and informed collaborative decision making.
- Support to the Chief of Programs and Partnership including screening and assessing incoming correspondence and ensuring appropriate distribution and/or response; conducting research for speech preparation as well as preparing presentations, reports, briefs and other documentation.
- Provide country office support and pro-active, high-level administrative and operational support to Programs and Partnership division and global teams.
- Maintains careful handling of sensitive program information and adheres to organizational data security protocols, including regulatory and privacy considerations relating to location specific work.
- Proactively manage and maintain the schedule and diary of the Chief of Programs and Partnership.
- Primary support for organizing all domestic and international travel, visas and detailed itineraries for the Chief of Programs and Partnership.

- Manage divisional and relevant key organizational meeting logistics including preparing meeting papers, circulating resources, first point of contact for inquiries and producing minutes.
- Provide support to Board papers and Board committee meetings, including providing proactive support to the Governance team.
- Proactively offer backup support to other administrative and coordinator roles across the organization as requested, demonstrating strong team collaboration.
- Undertake additional tasks and manage special projects as requested.

WHAT YOU'LL NEED TO SUCCEED

Essential requirements:

- Experience working in international NGOs, particularly in development, programme coordination, or operational support roles across multiple countries and diverse contexts.
- Proven experience supporting senior leaders and collaborating with delivery teams, implementing partners, and stakeholders across different cultures and geographic regions.
- Strong organisational and coordination skills, with the ability to manage multiple priorities, complex information flows, logistics, and operational requirements in a fast-paced environment.
- Excellent interpersonal, verbal, and written communication skills, with the ability to convey complex information clearly and facilitate effective collaboration across diverse stakeholders.
- Professional, collaborative, and culturally sensitive approach, fostering knowledge sharing and constructive engagement within teams.
- Strong digital literacy, including proficiency in Microsoft Office applications and the ability to design and maintain effective administrative and information management systems.
- Ability to handle highly confidential information with discretion and sound judgement.
- Fluent in Mandarin Chinese and English.

Desirable experience:

- Demonstrated understanding of project management principles and experience using visual workflow tools to manage tasks, prioritise work and improve operational flow.

HOW WE RECOGNISE YOUR CONTRIBUTION

Through our internal programs and employee benefits we aim to create an environment where you will feel supported and empowered. Whether your focus is on continuous learning, professional development or finding an environment which enables you to thrive while balancing family or personal commitments, we have a range of programs in place to support you.

[To find out more about our benefits click here](#):

<https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=2443&company=thefredhol>

APPLICATIONS

Please apply directly via this <https://www.hollows.org/careers/>

or send your application and CVs in both Chinese and English to chinahr@hollows.org.

Your application should include a CV and, preferably, a cover letter that outlines your interest in the role and addresses the key criteria listed in the “Key Responsibilities”, and “What you need to succeed” sections of the advertisement.

Applications Close: 30 June 2026

The Fred Hollows Foundation is committed to ensuring our projects and activities are implemented in a safe and productive environment that prevents harm and avoids impacting the health and safety of all people, particularly children, vulnerable people and disadvantaged groups. Applicants are advised that The Foundation reserves the right to conduct police checks and other screening procedures to ensure we maintain and promote a child safe environment.

Please be advised:

1. Fred Hollows Foundation will never ask for a fee during any stage of the recruitment process.
2. All active roles are advertised directly on our website:
<https://www.hollows.org/careers/#current-vacancies>
3. Please note we will not be accepting CV's via agencies for this role.