



## **Job Description for SIBIAM Admin**

We are looking for a person who is willing to work within the NGO space and is passionate about making a difference. This is a part-time position and you will be required to commit a minimum of 3 days a week to developing the Spina Bifida Association of Malaysia into a truly responsive organization serving the needs of its members and be involved with the wider promotion of SB awareness in the country. The following provides a summary of requirements:

### **Admin**

1. To be able to quickly and efficiently grasp the working goals of Sibiam as an organization ([www.sibiam.my](http://www.sibiam.my))
2. To assist in organising SIBIAM events (AGM, gatherings, conferences, fundraisingetc.) including awareness campaigns
3. To prepare write ups after events for press publication purposes
4. To check and reply and answer public enquiries via phone, what's app, facebook, website, email, etc.
5. To attend committee meetings and prepare minutes
6. To assist in writing lettersand keeping in contact with our donors.
7. To create and update SIBIAM forms and SOP's
8. To compile and update new membership, general SIBIAM paperworkand manage the SIBIAM Database
9. To file all the SIBIAM documents at the SIBIAM temporary office
10. To update SIBIAM facebook and website
11. Ensuring yearly ROS update requirements are fulfilled
12. Manage and compile all SIBIAM support cases and achievement news/ reports
13. Organise and Manage the AGM on a yearly basis
14. Able to allocate occasional weekends for meetings and events.

### **Client related**

15. To have a reasonable understanding of the SB as a medical condition(can be googled)
16. To liase with panel doctors and key SIBIAM members for all SB related matters
17. To process and follow up on client requests for financial assistance/ medical equipments etc.
18. To communicate and co-ordinate with various vendors regarding quotations for medical equipments, payment processing and subsequently delivery and documentation of items purchased
19. To organise and arrange home visits to SB patients in the Klang Valley along with Occupational therapist.
20. Liaison with SB branches in Perak, the East Coast (Kuantan), Northern and Southern Sectors

### **Personality**

21. Pleasant, cheerful, efficient and hardworking. Will need to be proactive in chasing deadlines and updating info related to the organisation
22. Must have a systematic approach to problem solving and must be a team player
23. Willing to be involved in intermittent work outside normal office hours and occasionally the weekends

### **Computer skills**

24. Word, excel, pptx, website management is an advantage
25. Able to use FB, WA Twitter and other social media when needed

### **Language efficiency**

26. A good command of written and spoken skills in Bahasa Malaysia & English is a requisite.

### **Other Matters**

The position is a part-time posting and will not be subject to EPF contributions or medical benefits. There is a requirement to drop by at the SIBIAM temporary offices in TTDI to update filings and populate the SB server but in general work will be done from the employees personal work space or a designated co-working space. You will be expected to be mobile. If you are interested please write to us with your CV stating your availability and expected salary to [info@sibiam.my](mailto:info@sibiam.my) or call 012 690 3390