
Position Description

Vacancy Title: **Executive Coordinator**

Location:

Reports To: **None**

Objective

To coordinate executive operations, Board administration and strategic engagements so the CEO and Board receive timely information, maintain accurate records and fulfil agreed commitments. The role manages the CEO's calendar and correspondence, coordinates Board papers and meeting arrangements, tracks decisions and deadlines, and prepares executive communications. It supports effective governance and stakeholder engagement through organised follow-up, accessible meeting arrangements and secure handling of confidential information. Reports to: Chief Executive Officer.

Outcomes

Organisational Stakeholders

1. Office Management

The CEO maintains an organised schedule, receives relevant briefing information and responds to correspondence within agreed timeframes.

- Manage appointments, meeting requests and scheduling priorities in consultation with the CEO.
 - Identify scheduling conflicts and coordinate adjustments with relevant parties.
 - Obtain briefing materials and supporting documents before meetings and engagements.
 - Review incoming correspondence, identify urgent matters and route requests for action.
 - Draft routine responses for approval and track outstanding correspondence.
 - Coordinate travel arrangements and accessibility requirements with responsible staff.
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2. Board Administration, Decisions and Action Registers

Board meetings receive complete papers within agreed deadlines, with decisions accurately recorded and actions followed through.

- Coordinate the Board meeting calendar, notices, agendas and administrative arrangements.
 - Obtain papers from responsible officers and check completeness, formatting and approval status.
 - Compile and circulate approved Board packs through secure channels.
 - Record minutes, resolutions and assigned actions for review and approval.
 - Maintain decision and action registers with responsible persons and due dates.
 - Follow up outstanding actions and report delays or missing information to the CEO.
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3. Executive Commitments and Strategic Deadlines

Executive commitments and strategic deadlines remain visible, with timely follow-up and early escalation of delivery concerns.

- Maintain a register of CEO commitments, reporting deadlines and agreed follow-up actions.
 - Confirm responsibilities and timeframes with relevant officers.
 - Issue reminders and obtain progress updates before deadlines.
 - Prepare concise status reports for the CEO.
 - Identify dependencies, overdue actions and matters requiring executive decisions.
 - Record completion evidence and escalate unresolved delays
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4. Partner Meetings and Follow-Up

Executive partner engagements run smoothly and produce clear records of discussions, commitments and next steps.

- Coordinate meeting dates, participants, venues and online access.
 - Confirm meeting objectives and obtain relevant background information.
 - Arrange accessible materials and reasonable accommodation based on participant needs.
 - Liaise with partners on logistical requirements and changes.
 - Record agreed actions and circulate approved meeting notes.
 - Follow up commitments and keep the CEO informed of progress.
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5. Executive Records and Governance Documentation

Executive and governance records remain accurate, secure and readily retrievable by authorised users.

- Maintain organised filing systems for correspondence, Board papers, minutes and executive decisions.
- Apply document naming, version control and approved access arrangements.
- File signed and approved documents with supporting records.
- Protect confidential information during storage, circulation and retrieval.
- Maintain registers of key governance documents and review dates.
- Identify missing records and report information security concerns through approved channels.

6. Executive Communications and Meeting Briefs

Executive communications and briefing materials provide clear, accurate information suited to their purpose and audience.

- Draft correspondence, briefing notes, presentations and meeting summaries for CEO review.
- Gather and verify information with responsible officers.
- Highlight key issues, decisions required and relevant background in meeting briefs.
- Check names, dates, figures and attachments before submitting drafts for approval.
- Align communications with approved PDF positions and accessibility requirements.
- Circulate approved communications and retain final versions and related follow-up records.

Responsibilities - Key Competencies

Competence Description

Business

Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Quality Focus	Deliver quality.
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People

Self-Management	Manage your priorities and objectives efficiently and effectively
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Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Diploma in Business Studies/ Administration or Management	

Work Knowledge and Experience

Relevant qualification or equivalent demonstrated experience in executive leadership and the technical requirements of the role.

Demonstrated experience planning, delivering and reporting work with multiple stakeholders.

Understanding of the CRPD, disability rights, accessibility, safeguarding and Pacific regional context.

Strong written reporting, digital literacy, information management and professional judgement.

Requirements

Language Proficiency

Excellent command of English

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Chief Executive Officer; colleagues across all three strategic priorities; CEO and Board through approved channels	
External		
	PDF member OPDs, regional partners, governments, donors, consultants and service providers as relevant to the role.	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Imaginative	Generates ideas and images, showing creativity.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: Elizabeth Cama

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Further Contact Information: --

Closing Date: 08 Nov 2026