

JOB DESCRIPTION

Position: Executive Director, Malaysia Branch Office & APAC

Reports to: APAC Project Steering Committee

Contract: Full-time, 3-year contract (renewable for 3 years)

Location: Kuala Lumpur, Malaysia (with up to 30-40% international travel across APAC)

Office/Project Size: 6-7 Direct Reports; 20 staff (6 in Malaysia)

Revenue Oversight: €1–3 million

Deadline to apply: 9 Jan. 2026

Start date: ASAP

Compensation and benefits: The C&B package will follow the internal standards of the MSF Malaysia office

PURPOSE OF THE POSITION

To provide strategic and operational leadership of the APAC project, including oversight of the Malaysia Branch Office. The APAC Project is a partnership between MSF Australia, MSF Hong Kong, MSF Japan and MSF Korea to support the delivery of MSF's global social mission from the Asia Pacific region in a considered, efficient, and effective manner. The role aims to strengthen MSF's presence, impact, and alignment in the region by leveraging opportunities in fundraising, communications, digital marketing, human resources, and operational support.

While the position contributes to MSF's regional engagement and collaboration across APAC, it operates within a highly coordinated framework involving multiple sections and Operational Centres. The role will initially focus on establishing and strengthening the foundational administrative, HR, and compliance systems of the Malaysia Branch Office before expanding into broader regional collaboration activities.

The ED, Malaysia Branch Office & APAC Project also represents MSF externally and internally in Malaysia on non-operational matters and cooperates closely with any MSF operations representatives in Malaysia to advance MSF's social mission.

This role reports into the APAC Steering Committee (Executive Directors of Korea, Hong Kong, Japan and Australia) for strategic accountability to the APAC project, with one of those EDs acting as the role's manager. It is also accountable to the board of the Malaysia office (Malaysian Board Members + 4 EDs of APAC), for all activities inside Malaysia.

KEY RESPONSIBILITIES

Strategic Leadership & Management

- With oversight by the APAC Steering Committee and APAC Forum to develop and implement the APAC Strategic Plan in alignment with MSF's international principles (e.g., Chantilly, La Mancha).
- Lead annual planning and budgeting processes for the APAC Project including the Malaysia Branch Office.
- As part of the implementation of the strategic plan and annual plan, establish a physical presence for MSF in Malaysia including financial, HR, compliance and other office systems.
- Support the recruitment and move of regional APAC positions to Malaysia.

- Foster a collaborative, inclusive, and high-performing team culture in Malaysia and across the remote APAC team and oversee departmental strategies and to achieve strategic and operational goals.
- Ensure effective, efficient, and compliant management of financial and human resources.
- Identify and mitigate organisational risks and ensure legal compliance in Malaysia and in countries where the APAC Project is operating.
- Work with MSF entities who wish to establish a presence in Malaysia including the creation of systems to enable the hosting of position for those MSF entities.
- Support regional initiatives in fundraising, workforce development, operational support, and digital engagement in collaboration with other APAC entities.
- Contribute to regional strategy implementation under the guidance of the APAC Steering Committee, ensuring clear scope boundaries and alignment with the APAC Partnership framework.

Regional Development & Representation

- Maximize MSF's visibility and impact in priority APAC fundraising markets.
- Represent MSF APAC and Malaysia Branch Office in media, government, donor, and partner engagements.
- In partnership with operational entities, build and maintain strategic partnerships in Malaysia and across the region.
- Bring regional perspectives on MSF's humanitarian activities to movement discussions.
- Contribute to coordinated regional efforts while recognising the leadership roles of other sections such as MSF Hong Kong in the region.

Governance & Accountability

- Deliver projects within defined timeframes and budgets.
- Establish systems for monitoring, reporting, and evaluating project progress.
- Ensure alignment and complementarity with MSF's global strategy.
- Report regularly to the APAC Steering Committee and relevant boards.
- Ensure transparent communication with associations and governance bodies.
- Working with MSF HK, support associative life and regional priority setting.
- Ensure adherence to governance frameworks approved by the GDs, maintaining clarity between operational, associative, and administrative accountabilities.

International Engagement

- Represent the APAC Project and Malaysia Branch Office on MSF platforms (e.g., Full Executive Committee).
- Contribute to operational support and strategic direction setting across MSF sections.
- Liaise with Access Campaign, Humanitarian Representation Team, and other relevant entities.

KEY PERFORMANCE INDICATORS

- Delivery of strategic and annual plans within agreed timelines.
- Successful establishment of a MSF Branch Office in Malaysia.
- Achievement of fundraising, communications, HR, and digital targets.
- Strengthened collaboration and alignment across APAC sections.

- Effective management and development of direct reports.
- Measurable improvement in MSF's regional presence and influence.
- ROI on APAC market investment achieved and regulatory compliance maintained.
- Strong governance and reporting standards maintained with the APAC Steering Committee and Malaysia Board.

QUALIFICATIONS & REQUIREMENTS

Education

- Bachelor's or Master's degree in a relevant field.

Experience

- Minimum 15 years of relevant experience, including 5+ years in senior leadership roles.
- Proven experience in strategic leadership, project management, and regional coordination.
- Experience in humanitarian or non-profit sectors preferred.
- Experience working with Boards and Steering Committees.
- Experience in multi-country oversight and/or regional fundraising initiatives (desirable).
- Regional experience preferred

Competencies

- Strong strategic planning and execution capabilities.
- Excellent interpersonal, representation, and stakeholder engagement skills.
- Financial planning and budget oversight.
- Ability to lead diverse, multicultural teams.
- High adaptability and cultural awareness.
- Familiarity with regional dynamics, political and cultural contexts.
- Commitment to MSF's humanitarian principles and values.
- Pragmatic, hands-on approach suitable to a start-up environment.
- Fluent in English; proficiency in Bahasa Malay, French, or regional languages is desirable.

Additional Requirements

- Willingness to travel frequently across APAC.
- This position is located in Kuala Lumpur, Malaysia.

APPLICATION PROCEDURE

If you are interested in this position,

please apply via the website below with your **English CV and cover letter**.

[Executive Director, Malaysia Branch Office & APAC Project - 국경없는의사회](#)

We will reach out to the chosen candidate, and the application process will conclude once the final candidate is confirmed.