



Executive Assistant

Remote | Full-time | Global Role

IPNLF is seeking an exceptional Executive Assistant to support our Managing Director and Fisheries Director. This role operates at a high administrative and strategic level and is critical to ensuring the effective functioning of our global leadership team.

This is a fast-paced, high-performance position suited to someone who is tech-savvy, proactive, exceptionally organised and experienced in NGOs or mission-driven organisations. You must be comfortable managing complexity, working independently and coordinating priorities across teams and time zones.

Key Responsibilities

- Provide high-level strategic and operational support to two senior leaders.
- Manage complex international calendars, schedules and global travel logistics.
- Prepare briefings, summaries, agendas and materials for meetings and external engagements.
- Actively manage directors' inboxes, prioritising and responding to emails where appropriate.
- Coordinate board meetings, global events and cross-team initiatives.
- Serve as a key coordination point between senior leadership, staff, partners and stakeholders.
- Draft professional correspondence, presentations and documents on behalf of leadership.
- Set up and maintain organisational systems and shared workspaces.
- Introduce administrative efficiencies and ensure leaders are consistently prepared and informed.
- Uphold the highest level of confidentiality, professionalism and integrity.

Essential Criteria

- A minimum of 5 years' experience in a senior-level Executive Assistant or equivalent support role within a global, fast-paced organisation.
- Exceptional English communication skills, both written and verbal.
- High proficiency with digital tools and platforms (Zoom, Asana, Google Workspace, MS Office, Canva).
- Proven ability to manage complex international scheduling and travel coordination.
- Strong judgement, discretion and the ability to handle confidential information.
- Outstanding organisational, prioritisation and problem-solving abilities.
- Ability to work flexibly across time zones and outside standard working hours when required.
- Confidence and executive presence in leadership discussions.
- Understanding of sustainability and a passion for meaningful impact.



Desirable Criteria

- Experience in an NGO, mission-driven or sustainability-focused organisation.
- Familiarity with fisheries, conservation or environmental sectors.
- Experience supporting board-level governance processes.
- Exposure to global events coordination and multi-country programme teams.
- Experience improving organisational systems and workflows.

To Apply

We kindly ask that applicants ensure they meet the **Essential Criteria** before applying.

Because the role involves regular in-person meetings with our Managing Director, candidates should ideally be based in the Cape Winelands or Cape Town.

Interested candidates are invited to submit their CV and covering letter via the following form:

<https://form.asana.com/?k=xOO5Nxv5XIEZ>

Closing date: 9 January 2026