



TERMS OF REFERENCE

Executive Assistant

JOB PURPOSE:

Provide program and administrative support to the Executive Director (ED), enabling more effective coordination and communication.

REPORTING LINE

Postholder reports to: Executive Director

Staff reporting to this post: None

DIMENSIONS

- Manages own workload without close supervision and works independently on making decisions and problem-solving on routine issues
- Provides innovative solutions to routine tasks and projects
- Provides advice on appropriate communication skills across the organization
- Represents the organization in dealing with external contacts or supporters

KEY RESPONSIBILITIES

- Manages the schedule of the ED, coordinates external and internal meetings, and makes travel arrangements for the ED and other schedules the ED may assign
- Regularly updates the organizational calendar regarding the ED's activities and schedules
- Provides relevant support to the ED by reading, researching, and routing correspondence, drafting letters and documents; collecting and analyzing information; and initiating telecommunications:
 - Records incoming and outgoing correspondence to and from the ED
 - Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting communications that may involve text, date, and graphics
 - Organizes and maintains the records and files of the ED, including managing the database on external stakeholders and
 - Prepares and documents relevant meetings of the programs and projects
 - Supports the ED in the output and monitoring of programs and projects, including financial transactions (floats, reimbursements, etc.)



- Supports the ED in managing various programs and projects
- Provides other related administrative support in reporting and internal communication
- Prepares various management communications as instructed by the ED
- Coordinates and supports other directors as assigned by the ED
- Handles requests and queries appropriately

SKILLS

- Experience in providing program and administrative support in similar roles is preferred but not required
- Good organizational and administrative skills
- Ability to meet deadlines and complete work according to priorities
- Proactive and has the initiative to work with minimal supervision
- Ability to do multi-tasking
- Ability to handle sensitive and confidential information in a discreet and professional manner
- A high degree of tenacity and initiative combined with high levels of discretion and diplomacy
- Be able to advise peers and senior management
- Excellent writer and verbal English communication and interpersonal skills
- Excellent in computing
- Good understanding of project cycle management skills; design and planning, monitoring and evaluation
- Good understanding of project budget and financial system
- Ability to work and communicate with different teams effectively, thinking, understanding, and achieving results

QUALIFICATIONS

- Bachelor's degree in communications, social sciences, and other relevant courses.
- At least 2 years of relevant experience
- Strong oral and written communication skills
- Strong interpersonal skills
- Proven experience in preparing organizational reports
- Proficient in using productivity software such as Microsoft Office, Asana, Slack, etc.