

# EXTERNAL VACANCY

## EXECUTIVE ASSISTANT

**COMPANY:** Holding Company

**DIVISION:** N/A

**UNIT/DEPARTMENT:** N/A

**CATEGORY OF STAFF:** Contract

### JOB PURPOSE:

- The incumbent is required to provide efficient administrative support and assistance to achieve the deliverables of the respective Office/Division.

### WORKING RELATIONSHIPS:

- Reports to the Managing Director/Divisional Manager.
- Works closely with internal and external stakeholders.

### MAJOR DUTIES & RESPONSIBILITIES:

- Manages and coordinates the arrangements for meetings, workshops, conferences and other similar events, both internally and externally, by providing logistical support including:
  - scheduling dates and arranging for air and ground transport;
  - arranging accommodation;
  - sourcing and reserving conference facilities;
  - preparing agenda and taking minutes/notes; and
  - following up the implementation of actions and decisions taken as required.
- Coordinates activities related to processing, maintaining and updating of manual and electronic correspondence, documents and databases and office support such as:
  - maintaining manual and electronic filing system/databases/libraries;
  - sorting, recording and routing all incoming correspondence and documents;
  - filing of correspondence and documents manually and electronically and,
  - independently assigning metadata to facilitate electronic searches;
  - dispatching outgoing correspondence, documents; and
  - providing photocopying, printing, scanning, faxing, binding and other office assistance support.
- Assists in the execution of the design, implementation and evaluation of the Company's policies, projects and programmes; also assists in monitoring the work programmes of the Company to which assigned, follows up on actions to be taken and provides timely reminders on key deliverables.
- Assists in the preparation of budgetary estimates by obtaining relevant financial and other data for inclusion.
- Provides project management support such as identifying and managing resources to ensure project and system success.
- Contributes to the creation of innovative procedures and policies as a means of improving the company and its work practices and arrangements.
- Prepares and/or guides the preparation of complex correspondence, reports and other documents, including Board Notes.
- Maintains liaisons with other Organisations to ensure that the needs of the Company are met.
- Undertakes research and prepares justification for acquisition/procurement of stationery, books and other office supplies and equipment for the Company.
- Performs advanced secretarial support to senior managerial staff such as:
  - Preparing and formatting documents from manuscript or dictation; and generating documents such as memoranda, letters, reports, tables and spreadsheets utilising word processing and other software;
  - Reviewing and screening incoming correspondence, making preliminary assessment of importance, handling personally or forwarding to superior;
  - Receiving and screening incoming calls and visitors, determining priority matters and notifying superior accordingly; and
  - Coordinating and managing the superior's calendar by arranging appointments and engagements.
- Performs any other related duties and responsibilities consistent with the job title/position.

### QUALIFICATIONS AND EXPERIENCE:

- Training as evidenced by the possession of a recognized University Degree in the Social Sciences or a related area.
- Five (5) years' experience performing clerical/ secretarial and administrative support duties and a minimum of two (2) years supervisory experience or
- Equivalent combination of training and experience.

### KNOWLEDGE AND SKILLS:

- Extensive knowledge of office management principles and techniques.
- Considerable knowledge of relevant Public Service rules and regulations, instructions and procedures.
- Considerable knowledge of relevant financial rules and regulations.
- Considerable knowledge of records and information management techniques.
- Knowledge of the principles of Public Administration.
- Knowledge of project management techniques.
- Some knowledge of Human Resource Management principles, procedures and practices.
- Ability to use the internet for research purposes.
- Ability to compose and prepare documents such as letters, memoranda, minutes and reports.
- Ability to learn assigned tasks of limited complexity and variety readily.
- Ability to make mathematical computations.
- Ability to plan, organize and supervise the work of staff engaged in performing a variety of clerical/secretarial and administrative support duties.
- Ability to use a computer and other standard office machines such as photocopiers, scanners and facsimile machines.
- Ability to establish and maintain effective working relationships with colleagues and the public.
- Ability to use initiative to find solutions for simple work related issues.
- Ability to develop creative strategies and solutions to accomplish objectives.
- Ability to lead and work as part of a team.
- Ability to manage multiple tasks/projects.
- Ability to be detail oriented.
- Strong organisational, problem solving and time management skills.
- Excellent customer service skills.
- Excellent communication skills, oral, written and interpersonal.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

### PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.