

## **Executive Assistant (Addis)**

### **Context**

The incumbent handles the day-to-day routine of efficiently running the office and calendar of the Regional Director whilst also contributing to the overall administration of the Regional Office and the projection of a professional visage for it to the outside world. The high profile nature of the Regional Office and the confidential nature of some of the work require the incumbent to possess a high level of judgement, discretion and diplomacy. It also requires excellent organizational and protocol skills. A high standard of written and oral communication skills is also essential. An ability to communicate effectively in English and French will be required given the regional mandate of the office.

### **Duties and Responsibilities**

- Assists in all aspects of the day-to-day work at the Regional office with a view to contributing effectively to the achievement of set goals and objectives;
- Assists with the organization of the internal and external communications of the Regional Director and his/her correspondence in English and French, including drafting;
- Helps to manage the calendar of the Regional Director and serves as a point of contact for external visitors to the Director's office;
- Contributes to the co-ordination of meetings, seminars, conferences, workshops etc. hosted by the Regional Office;
- Maintains an up-to-date directory of key contacts for the Regional Office both with regard to the Headquarters city of Addis Ababa and in other parts of Africa where IDEA is active;
- Assists the Director with arranging regular internal staff meetings at the Regional Office and produces the draft minutes of all such staff meetings;
- Carries out the preparations for visitors to the Director's office, including preparing and serving refreshments. Ensures that visitors have relevant information for their visit to the Director's office;
- In accordance with the existing Travel Policy, co-ordinates the travel programs, including cost control, travel requests and claims and other associated issues for the Director and other staff as appropriate;
- Checks all incoming invoices that are related to projects, project advance requests etc. and keeps a close link with finance on all related issues;
- Provides administrative support to the Director and other staff as appropriate.

### **General Profile**

- Specialized skills or multiple skills developed through job-related training and considerable on-the-job experience;
- Experience of running an executive office in a multi-cultural/international setting;

- Excellent communication skills;
- Adept in using modern IT soft and hardware;
- Demonstrable organizational and people skills;
- Has an ability to engage in team-based activities and act as an informal resource for colleagues;
- Skilled at nurturing collaboration with other entities of the Institute as required;
- Follows internal procedures to ensure high standards of performance and compliance with Institutional guidelines; and
- Integrates a gender and diversity perspective in all activities.

#### **Reporting Line**

- Director Africa Region.

#### **Functional Knowledge**

- Is skilled in a range of processes, procedures and systems to carry out assigned tasks or has developed deep skills in a particular area.

#### **Operational Knowledge, skills and experience**

- Integrates a results-based approach into his/her activities;
- Understands how the assigned duties relate to others in the team and how the team integrates with others throughout the organization;
- Uses knowledge of how the team integrates with others to accomplish team objectives;
- Demonstrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management.

#### **Leadership**

- Provides solutions to problems in situations that are atypical or infrequently occurring based on practice and existing precedents or procedures.

#### **Problem Solving**

- Recognizes and solves typical problems that can occur in own work area; evaluates and selects solutions from established options.

#### **Impact**

- Impacts the quality, timeliness and effectiveness of the function; uses discretion to modify work practices and processes to achieve results or improve efficiency.

#### **Communication and Interpersonal Skills**

- Liaises regularly with all internal and external stakeholders;
- Acts in all assignments with personal energy and engagement.

#### **Education and Experience**

- Minimum of five (5) years of experience in progressively responsible administrative work with high level contacts, or experience as a personal assistant;
- High school diploma and preferably business and/or secretarial education with commensurate work-related experience; university background is considered a distinct advantage;
- Fluency in English and French;
- Experience of working in an international context, e.g. in an intergovernmental organization, considered an advantage.

### **Terms Of Contract**

Local Post, Two (2) year appointment

**This position is open to those legally authorized to live and work in Ethiopia.**

***International IDEA is an equal opportunity employer which seeks to further diversify its staff in terms of gender, culture and nationality.***