

## **Ref No. 4/2019: Executive Assistant**

### **Based in Cape Town**

The Centre for Environmental Rights (CER) is looking for an Executive Assistant to its Executive Director and Deputy Director.

The Executive Assistant will provide assistance and administrative support to the Executive Director and Deputy Director, and manage the Executive Director and Deputy Director's programmes and administration.

### **Qualifications, skills and experience**

- Relevant degree or diploma
- At least 5 years' experience in a similar role. Experience in the legal profession and/or the NGO sector will be an advantage.
- Highly organised, self-reliant, good problem-solving, results-oriented, multi-tasker with superior administration skills and excellent judgment.
- Excellent networking skills, and strong capabilities in building support amongst a wide range of stakeholders
- Ability to remain calm under pressure.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with both external stakeholders (partners, funders, government and industry representatives) and team members.
- Advanced computer literacy skills.
- Analytic and decisive decision maker with the ability to prioritise.
- Excellent track record in planning, project management and meeting deadlines.
- A commitment to high quality client service.
- A passion for social and environmental justice.
- A sensitivity to social issues and the needs of communities impacted by environmental degradation and injustice.
- A commitment to diversity, inclusion and transformation.

### **Key responsibilities**

Key responsibilities of this position include but are not limited to:

- Managing the Executive Director and Deputy Director's programme and administration, and generally assisting them to fulfil their respective roles in the organisation.
- Coordinating and supporting the Executive Director and Deputy Director's speaking, conferencing and media engagements.
- Managing the Executive Director and Deputy Director's email, prioritising those needing responses, drafting responses re scheduling and delegation to colleagues.
- Assisting the Executive Director and Deputy Director with preparation for Board, management and internal meetings.
- Liaising with stakeholders, including partners, clients, Board, and the media.
- Drafting documents and communication as needed.
- Driving all travel preparation requirements for the Executive Director and Deputy Director.
- Providing ad-hoc support for personal administration where required.

### **Working for the CER**

The Centre for Environmental Rights is a non-profit organisation and law clinic. We are environmental rights lawyers who take diversity, inclusion and transformation seriously.

As South Africa's largest public interest environmental law organisation, we leverage our expertise and commitment to fight for environmental justice for all. We take on the big environmental fights – high-stakes cases where we can empower local communities to defend their rights to a healthy environment, clean air and mitigate the impacts of climate change and set powerful precedents for other cases, and help improve policy and practice across the country.

Winning the legal case is only part of the battle. CER's litigation work is strengthened by local empowerment, dedicated policy and advocacy work as well as strategic communications. We work closely with partners in affected communities and with other civil society and public interest law organisations particularly in the environmental and social justice sectors.

We work across the following core themes: Biodiversity, Mining, Water, Pollution and Climate Change, Corporate Accountability, and Activist Support and Training. Our main office is in Observatory, Cape Town.

### **Salary**

CER is committed to diversity, inclusion and transformation. Candidates from historically disadvantaged or marginalised groups are strongly encouraged to apply for this post.

The CER reserves the right not to appoint should there be no suitable candidate.