

Job Overview			
Job Title	Executive Assistant		
Reports to	Executive Director		
Direct Reports			
Unit		Review Date	October 2023
Department/Section	Executive Director's Office	Grade	14
Location	One of GPAF's current locations but flexible as GPAF implements a hybrid work location model with Work-from-home being the main base of our work location.		

<b>Main Purpose of the Role</b>	<ul style="list-style-type: none"> <li>To serve as the Executive Director's (ED's) focal person with all stakeholders in the global organization as well as externally, including with the Senior Management Team (SMT), Senior Leadership Team (SLT), colleagues within GPI/NROs and external stakeholders.</li> <li>Assist the Executive Director in executing and improving Greenpeace's management primarily in the areas of budget planning and oversight, preparation of work plans, consolidation of strategic development plans, the monitoring and evaluation of programs, organizing meetings, attending meetings and conferences internally and externally, preparation of reports.</li> <li>Play an active role in the implementation of internal communication initiatives within Greenpeace Africa.</li> <li>From time to time, and as assigned by the ED, the EA is also expected to lead and manage projects, which may involve participation from other units and departments. and arrange travel and logistics for ED.</li> </ul>
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Principal Accountabilities		
Key Results Areas (no more than 6)	Main Duties	% of Job
<p><b>Communication liaison</b></p> <ul style="list-style-type: none"> <li>Manage the flow of information between the ED and SMT members, Greenpeace Africa Board and contacts within GPI/NROs and external stakeholders.</li> <li>Keep high level of confidentiality with sensitive information</li> <li>Coordinate contact and information between the Director and other staff</li> </ul>	<ul style="list-style-type: none"> <li>Manage information and other resources in support of effective communications and decision-making processes.</li> <li>Communication systems and processes are implemented.</li> <li>Communications are professional at all time.</li> <li>Keep ED's sensitive information/documents strictly confidential</li> <li>Proper arrangements for delegation of authority are in place during absences.</li> </ul>	20%

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<p>when the ED is absent from the office.</p>		
<p><b>Coordination and Administrative support</b></p> <ul style="list-style-type: none"> <li>● Coordinate the ED’s schedule and organise meetings and travel arrangements</li> <li>● Oversee administrative procedures, including expense claims, and processes for the ED.</li> <li>● Ensure approvals for travel and accommodation have been obtained prior to completion of purchase orders.</li> <li>● Prepare meeting documentation and required paperwork for travel.</li> <li>● Developing and maintaining an information management system for the ED’s office, including filing of papers and documents.</li> </ul>	<ul style="list-style-type: none"> <li>● The ED’s time is used effectively and items are appropriate priority is given to and action is taken in response to issues.</li> <li>● Systems and processes are implemented, supporting the ED and SMT with administrative/travel and meetings.</li> <li>● Ensure all travels are approved by ED prior to confirmation.</li> <li>● Efficient and timely meetings and travel plans arranged for the ED and other team members as approved by ED..</li> <li>● Maintaining effective filing, archiving and record keeping systems.</li> <li>● Ensure ED has all the documentation and information readily available prior to the trip- work with SMT or SLT to gather information/documents/presentation as necessary</li> <li>● Put a task tracker system in place to follow up on tasks assigned to Directors or SLT. Ensure tasks are completed according to the timeline.</li> <li>● Set up a system of reminder for ED to attend to pending work, review and approve work from Directors and SLT as necessary</li> </ul>	<p>20%</p>
<p><b>Management of meetings</b></p> <ul style="list-style-type: none"> <li>● Assist the ED in the organization of SMT and external meetings, providing logistical support, preparing the agenda and materials, documentation requirements for the said meetings, and other related tasks.</li> <li>● Prepare and share required documentation ahead and after meetings.</li> </ul>	<ul style="list-style-type: none"> <li>● Efficient, well-organised and timely meetings.</li> <li>● Relevant information and reference material is shared in a timely manner before the meetings.</li> <li>● Documenting meetings and following up on agreed actions.</li> </ul>	<p>20%</p>

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<p><b>Board</b></p> <ul style="list-style-type: none"> <li>● Organising Board meetings, travel, logistics and catering.</li> <li>● Coordinate the preparation of required papers.</li> <li>● Collate and distribute final agenda and Board papers to Board Directors at least one week prior to meeting.</li> <li>● Maintaining board minutes, including taking notes at meetings, preparing draft minutes for ED’s review and ensuring approved minutes are entered into the Minute file.</li> <li>● Maintain a complete set of Board papers for reference in ED’s filing system.</li> <li>● Following up on board decisions and undertaking related activities.</li> <li>● Prepare quarterly reports to be sent to the Board</li> </ul>	<ul style="list-style-type: none"> <li>● Board meetings run efficiently and effectively</li> <li>● Coordinate with Governance Coordinator to ensure agenda, ED’s summary, presentation, and the full Board pack are completed, reviewed and approved by ED- Board pack to be sent to the Board at least 10 days prior to the meeting</li> <li>● All documentation for meetings is correct and on time.</li> <li>● Minute file correct and up to date.</li> <li>● All Board papers accurate, up to date and accessible to ED.</li> <li>● Agreed actions points are followed upon.</li> <li>● Systems and processes are in place.</li> <li>● Hospitality consistently of high standard.</li> <li>● Board reports are sent to the Board 10 days after the meeting.</li> <li>● Follow up and update the Board tracker with all the Directors accordingly</li> <li>● Support the Governance coordinator to prepare the quarterly report to be sent to the Board working with all the relevant Directors/departments</li> </ul>	<p>15%</p>
<p><b>Executive Director support/work plan/reports</b></p> <ul style="list-style-type: none"> <li>● Assist the ED in implementing systems and procedures for effectively managing the organization.</li> <li>● Assist the ED in the preparation and management of the ED’s workplan and budgets, as well as those of units falling under the remit of the ED.</li> </ul>	<ul style="list-style-type: none"> <li>● Systems and processes are in place.</li> <li>● Ensure the ED has required information paperwork available.</li> <li>● Efficient meetings set up.</li> <li>● Coordinate the delivery of key work plans, budgets and reports for all EDO</li> <li>● Coordinate with Directors, SLT, RCs for their submission of monthly, quarterly and annual reports for each department</li> </ul>	<p>15%</p>

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<ul style="list-style-type: none"> <li>Assist the ED in the organization of and preparations of GP Africa's annual and mid-term planning processes.</li> </ul>	<ul style="list-style-type: none"> <li>organizing the planning meetings and filing of documentation.</li> <li>Efficient, timely support to the ED and SMT to meet deadlines and processes involved.</li> </ul>	
<b>Budget</b> <ul style="list-style-type: none"> <li>Support the effective management of Directorate budgets, providing specific budget input and management in allocated areas.</li> </ul>	Effective administration of allocated budget	10%

**Critical Working Relationships**

**Internal**

<b>Audience</b>	<b>Reason for Contact</b>
GPAf Board	
SLT	
GPAf Staff	
GPI	

**External**

<b>Audience</b>	<b>Reason for Contact</b>

**Required Qualifications & Experience**

<b>Preferred Qualifications</b>	University Degree in Business Administration, program management or related fields
<b>Preferred</b>	At least 5 years experience in similar role

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<b>Experience</b>	
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<b>Required Skills &amp; Behaviors</b>	
<b>Skills</b>	<b>Behaviors</b>
Attention to detail and high level of accuracy	High level of confidentiality and keep sensitive information; calm, discret and level headed person
Fluency in written and spoken English	Agile and able to multitask
Fluency in written and spoken French preferred	
Strong documentation, writing, research and presentation skills. Proven ability to prepare meeting minutes and reports.	
Ability to keep records and files and provide information correctly and concisely.	
Strong written and verbal communications skills	

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