



Job Title: Executive Assistant	Location : Based in Nairobi
Reports to: Chief Executive Officer	Position Level: JG5
Start Date: September 2018	Department: Chief Executive Officer's Office

The AECF (Africa Enterprise Challenge Fund) is a development institution which supports businesses to innovate, create jobs, leverage investments and markets in an effort to create resilience and sustainable incomes in rural and marginalized communities in Africa. In the new 2018-2020 strategy, our goal is to “double our impact in half the time”. To achieve this, we will continue to focus on the agribusiness and renewable energy sectors, increase support to climate smart technologies, refine our challenge model, expand regional presence, deepen focus on gender, youth and employment by expanding our products and partnership approach to better meet our investees’ current needs; and ensure they rapidly scale and transition to external financing and sustainability thereby attaining our vision of ‘A Prosperous and Enterprising Rural Africa’.

Position Overview:

The Executive Assistant will be responsible for providing high level administrative support to the Chief Executive Officer and to the Board members to enhance smooth running of business. The incumbent will also be required to proactively liaise with Directors and various team leaders as and when required to, and on instructions from the CEO so as to ensure matters arising are appropriately and effectively addressed.

Key Responsibilities:

- Provide coordination and administrative support to manage day to day running of the CEO’s office so as to achieve operational efficiency, optimal output, excellent customer relations and service;
- Process incoming and outgoing communication as assigned while maintaining high level confidentiality at the CEO’s Office;
- Collate, analyze and compile information from various sources into reports for information and onward decision making by the CEO;
- Manage the CEO’s appointments and coordinate his diary while updating them accordingly on scheduled and planned appointments;
- Prepare back-up documents and make any necessary bookings to facilitate the CEO’s appointments;
- Provide effective communication and information support and liaise with internal and external stakeholders to facilitate knowledge building and sharing;
- Keep track of upcoming events / meetings/ official commitments and reminders while providing support in preparing draft communications as and when called upon;
- Coordinate all local and regional travel bookings for the CEO by ensuring prompt preparation of travel authorization requests and accountabilities;
- Facilitate the preparation of Visa application letters to embassies and ensure all the necessary documents are in order to ensure Visa requests are administered and issued in good time;
- Whenever called upon, attend meetings with the CEO to take minutes and offer any other support as may be required to;
- Ensure all issues are appropriately prioritized and dealt with effectively in liaison with the Directors and team leaders in relation to the CEO’s office by coordinating the circulation of information i.e. (record, respond to and/or refer mail to/from the CEO for information and action);
- Manage and maintain an effective physical and electronic filing and record keeping system, and retrieve documents whenever called upon;
- Back up custodian of the Board members’ internal diary and act as the designated point of contact during events / functions involving the Boards’ attendance while working closely with the Company Secretary;
- In liaison with the Company Secretary, provide prompt administrative support during Board meetings;
- In liaison with the Company Secretary prepare board reports and presentations whenever called upon.



Required qualifications and experience:

- Bachelor's degree in Secretarial / Business Administration / Management or its equivalent from a recognized institution;
- Professional certification in the field of administration. Formal secretarial training is preferred;
- Excellent command of English. Fluency in French and Portuguese will be an added advantage;
- A minimum of 5 years' post-qualification experience in managing an executive office.

Required Skills and Competencies:

- Demonstrated high level of accuracy, attention to detail and thoroughness in ensuring a timely and efficient work flow;
- Proven exceptional communication, presentation and writing skills with the ability to effectively communicate at all levels within the organization and externally;
- Ability to articulate oneself well to reflect the true position of the organization to both internal and external recipients;
- Demonstrated ability to cross and bridge different racial, cultural, or business cultures.

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for the role, please submit your application quoting in the subject line the Job Title “**Executive Assistant – AECF/07/2018/01**” and on your application letter, and attach a detailed CV, e-mail and telephone contacts. To be considered, your application must be received by **Monday 16th July 2018** addressed to: recruitment@aecfafrica.org .