



## POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>Executive Assistant</b>	<b>AREA:</b>	Finance & Corporate Services
<b>REPORTS TO:</b>	Head of Secretariat	<b>LAST REVIEWED:</b>	June 2020
<b>EMPLOYMENT TERM:</b>	3 year Contract	<b>SALARY BAND:</b>	Commencing FJD\$27,800

### PURPOSE:

To provide high level administrative and communication support to the Executive and management staff of OCO and ensure that corporate service deliverables effectively and efficiently meet deadlines and expectations.

### KEY RELATIONSHIPS:

External	Internal
<ul style="list-style-type: none"><li>Steering Committee</li><li>OCO Members</li><li>Regional Stakeholders</li><li>Development Partners</li><li>Donors</li></ul>	<ul style="list-style-type: none"><li>Head of Secretariat</li><li>Finance &amp; Corporate Services Manager</li><li>Operations Manager</li><li>Other staff</li></ul>

### KEY ACCOUNTABILITIES:

Responsibility	Expected Outcomes
<b>Information Management Support</b> <ul style="list-style-type: none"><li>Produce information by transcribing, formatting, inputting, editing, researching, retrieving, copying and transmitting text, data and graphics</li><li>Prepare meeting agendas, take minutes of meetings and circulate meeting papers</li><li>Devise and consistently maintain the physical and electronic filing system</li><li>Respond to emails and other correspondences as directed</li><li>Provide brief updates/reports on assigned work, as required</li></ul>	<ul style="list-style-type: none"><li>The information produced is complete, accurate, professionally and timely presented</li><li>Confidential and sensitive information is kept secure and is not disclosed to unauthorised parties</li><li>Relevant old files and documents are digitized</li><li>Minutes of the meetings accurately record discussions and decisions made</li><li>The filing system is secure and confidential information is protected by restricted / authorised access</li><li>Both physical and electronic files are systematically referenced, maintained and user friendly</li><li>The responses to emails/correspondence are sent in an accurate and timely fashion</li><li>Reports/briefs on assigned works/tasks are submitted on time, accurate and succinctly written</li></ul>

<p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Assist in the administrative and logistics as and when required.</li> <li>• Office management duties including procurement of stationery, office supplies and staff amenities, and preparation of corresponding payment vouchers and purchase requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance of good office practice is maintained and/or improved</li> <li>• Assistance is provided to the HR &amp; Logistics Officer as needed to ensure the smooth running of the office.</li> <li>• Well run and appropriately supplied office</li> </ul>
<p><b>Executive Time Management Support</b></p> <ul style="list-style-type: none"> <li>• Maintain / assist with the Executive staff appointment schedules that include meetings, conferences, teleconferences and travels</li> <li>• Assist with - correspondence, draft letters and documents, collect and analyse information and initiate communications</li> </ul>	<ul style="list-style-type: none"> <li>• The Executive staff is systematic and diligent in responding to responsibilities</li> <li>• The Executive staff is consistently capable of meeting deadlines on key responsibilities</li> <li>• Assist the accountant when asked to process claims for reimbursement of official expenditures and allowance entitlements resulting in the reimbursements/ refunds/ allowances being paid to staff on time</li> </ul>
<p><b>Public Relations – Director of First Impressions</b></p> <ul style="list-style-type: none"> <li>• Greet and treat visitors with respect and courtesy in person or over the phone at all times</li> <li>• Liaise with OCO staff, stakeholders, suppliers and other external organisations as and when required.</li> <li>• Arrange/facilitate travel, accommodation, allowance entitlements and other benefits for OCO staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• The reputation and image of the OCO is protected and intact at all times</li> <li>• OCO is perceived to be a warm, friendly and welcoming organisation</li> <li>• The network and communication channel with OCO stakeholders is constantly revisited in the interest of all parties</li> <li>• The coordination of arrangements for visiting and departing OCO guests and staff is efficient and effectively managed</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Undertake all other duties that may be assigned by the Head of Secretariat or management staff</li> <li>• Assist running errands and/or driving, as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Additional duties/tasks required are performed conscientiously and in a timely manner</li> </ul>
<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Active contribution to the maintenance of a safe and healthy work environment</li> </ul>	<ul style="list-style-type: none"> <li>• OCO health and safety policies and procedures are understood and followed</li> <li>• Identified hazards are efficiently and effectively addressed</li> <li>• Participation in health and safety audits of work is proactive</li> <li>• An understanding of emergency and evacuation procedures is demonstrated</li> </ul>

**ORGANISATIONAL CONTEXT:**

Head of Secretariat	Tier 1
Management Team	Tier 2
This role	Tier 4

**KEY RESULT AREAS:**

The role of Executive Assistant encompasses the following major functions or key result areas:

- Information Management Support
- Administrative and Communication Support
- Executive Time Management Support
- Public Relations – Director of First Impressions
- Other
- Health and Safety

This is a position of trust and it is likely you will become aware of sensitive, confidential and private information that must not be disclosed to others – either internally or externally. If material or information is discovered which is inappropriate and contravenes the OCO policies, then this should be escalated to your Supervisor immediately.

**ROLE COMPLEXITY:**

- Agility required to meet the demands of more than one manager
- Flexibility of hours to meet deadlines and support the Executive as needed
- Necessity to think outside the box and find solutions

**AUTHORITIES:**

Delegations/Contractual -	Initial investigation only – the level of authority to enter into contracts or negotiations on behalf of the organisation
Staff -	n/a
Financial -	There is no financial authority - All financial authority belongs to the Finance & Corporate Services Manager

**PERSON SPECIFICATION:**

Mandatory	Desirable
<b>Formal Qualifications</b>	
<ul style="list-style-type: none"> <li>• A relevant tertiary qualification (minimum diploma) in office administration or related discipline</li> </ul>	<ul style="list-style-type: none"> <li>• An industry-recognised qualification in business administration</li> </ul>
<b>Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>• At least seven years of experience working as a Personal or Executive Assistant to a CEO or equivalent</li> <li>• Knowledge of standard office administrative practices and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a regional/international organisation</li> <li>• Valid Driver’s license</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Exhibit excellent communication skills, both written and verbal in English</li> <li>• Proficient computer skills computer literacy including at least intermediate level of skill in MS Word, Excel and PowerPoint</li> <li>• Proficient in Minute-taking</li> <li>• Excellent self-management skills (both organisation and time-management)</li> <li>• Ability to work well within a team</li> <li>• Exceptional information gathering and monitoring skills</li> <li>• Excellent interpersonal skills</li> <li>• Stress management skills</li> <li>• Ability to maintain a high level of accuracy and confidentiality concerning classified documents, financials and handling staff files</li> </ul>	
<b>Attributes</b>	
<ul style="list-style-type: none"> <li>• Positive ‘can do’ attitude</li> <li>• Professional appearance</li> <li>• A team player</li> <li>• Trustworthy with strong moral ethics</li> <li>• Willingness to work additional hours when necessary (flexible and agile)</li> <li>• Common sense, practical and result-focused approach and achievement orientation</li> <li>• Customer Service Commitment Confident and able to handle conflict situations and negotiations at various levels</li> <li>• Empathetic to all levels and cultures present in the organisation</li> <li>• Cultural and gender sensitivity</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work laterally and identify innovative solutions</li> </ul>

**CHANGE TO JOB DESCRIPTION**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by OCO. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

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Head of Secretariat

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Date

\_\_\_\_\_  
Stephanie Waqanivalagi

\_\_\_\_\_  
Date