

POSITION DESCRIPTION

JOB TITLE:	Executive Assistant	AREA:	Finance & Corporate Services
REPORTS TO:	Head of Secretariat	LAST REVIEWED:	November 2024
EMPLOYMENT TERM:	3 Year Contract	SALARY BAND:	Commencing FJD\$ 40,819

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

KEY ACCOUNTABILITIES:

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

Administrative Support <ul style="list-style-type: none"> • Assist in the administrative and logistics as and when required. • Office management duties including procurement of stationery, office supplies and staff amenities, and preparation of corresponding payment vouchers and purchase requisitions 	<ul style="list-style-type: none"> • Compliance of good office practice is maintained and/or improved • Assistance is provided to the HR & Logistics Officer as needed to ensure the smooth running of the office. • Well run and appropriately supplied office
Executive Time Management Support <ul style="list-style-type: none"> • Maintain / assist with the Executive staff appointment schedules that include meetings, conferences, teleconferences and travels • Assist with - correspondence, draft letters and documents, collect and analyse information and initiate communications • Assist HoS with ensuring all preparations for Steering Committees quarterly Meetings and Annual OCO Conferences from the strategic and logistics aspects (including all papers) are completed within schedule. Note : Except for calculations of members and staff per diems that will still be prepared by HRLO. 	<ul style="list-style-type: none"> • The Executive staff is systematic and diligent in responding to responsibilities • The Executive staff is consistently capable of meeting deadlines on key responsibilities • 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 • Assist HoS to ensure all preparations for Steering Committees and Annual OCO Conference from logistics to Steering Committee and Conference Papers and records of summaries meeting minutes and etc..., are all ready before the respective meetings take place.
Public Relations – Director of First Impressions <ul style="list-style-type: none"> • Greet and treat visitors with respect and courtesy in person or over the phone at all times • Liaise with OCO staff, stakeholders, suppliers and other external organisations as and when required. • Arrange/facilitate travel, accommodation, allowance entitlements and other benefits for OCO staff and visitors 	<ul style="list-style-type: none"> • The reputation and image of the OCO is protected and intact at all times • OCO is perceived to be a warm, friendly and welcoming organisation • The network and communication channel with OCO stakeholders is constantly revisited in the interest of all parties • The coordination of arrangements for visiting and departing OCO guests and staff is efficient and effectively managed
Other <ul style="list-style-type: none"> • Undertake all other duties that may be assigned by the Head of Secretariat or management staff • Assist running errands and/or driving, as needed 	<ul style="list-style-type: none"> • Additional duties/tasks required are performed conscientiously and in a timely manner
Health and Safety <ul style="list-style-type: none"> • Active contribution to the maintenance of a safe and healthy work environment 	<ul style="list-style-type: none"> • OCO health and safety policies and procedures are understood and followed • Identified hazards are efficiently and effectively addressed • Participation in health and safety audits of work is proactive • An understanding of emergency and evacuation procedures is demonstrated

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	
Formal Qualifications			
<ul style="list-style-type: none">A relevant tertiary qualification (minimum diploma) in office administration or related discipline		<ul style="list-style-type: none">An industry-recognised qualification in business administration	
Knowledge and Experience			
<ul style="list-style-type: none">At least seven years of experience working as a Personal or Executive Assistant to a CEO or equivalentKnowledge of standard office administrative practices and procedures		<ul style="list-style-type: none">Experience in a regional/international organisationValid Driver’s license	
Skills			
<ul style="list-style-type: none">Exhibit excellent communication skills, both written and verbal in EnglishProficient computer skills computer literacy including at least intermediate level of skill in MS Word, Excel and PowerPointProficient in Minute-takingExcellent self-management skills (both organisation and time-management)Ability to work well within a teamExceptional information gathering and monitoring skillsExcellent interpersonal skillsStress management skillsAbility to maintain a high level of accuracy and confidentiality concerning classified documents, financials and handling staff files			
Attributes			
<ul style="list-style-type: none">Positive ‘can do’ attitudeProfessional appearanceA team playerTrustworthy with strong moral ethicsWillingness to work additional hours when necessary (flexible and agile)Common sense, practical and result-focused approach and achievement orientationCustomer Service Commitment Confident and able to handle conflict situations and negotiations at various levelsEmpathetic to all levels and cultures present in the organisationCultural and gender sensitivity		<ul style="list-style-type: none">Ability to work laterally and identify innovative solutions	

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:

Head of Secretariat

Date

Employee

Date