**JOB ADVERTISEMENT**

**TERMS OF REFERENCE CALL FOR AN EXECUTIVE SUPPORT ASSISTANT TO COUNTRY DIRECTOR**

**CORDAID IN BRIEF**

CORDAID believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion divide societies, we connect people and communities. We stand for professionalism, expertise and solidarity across borders. We make a difference where it is most needed.

We do that where natural disasters strike, where conflicts tear up communities and where under development keep families in extreme poverty. In the Netherlands, we are known as CORDAID Memisa, CORDAID Menes in Nood, CORDAID Kinderstem and CORDAID Microkrediet.  In Sierra Leone, we focus on four key areas of support – Health System Strengthening, Investments, Resilience, and Private Sector Development.

**JOB TYPE, SALARY, LOCATION AND PURPOSE OF FUNCTION**

**Full-time: 40 Hours a Week  
Annual Salary: 32-40 Million Leones based on experience**

**Locations:** Based in Freetown, with a possible international travel to any Cordaid Country Office.

1. The Support Assistant is expected to:
   1. support the CORDAID Sierra Leone and Liberia Country Offices in ensuring that key aspects of the Procurement are successfully managed whilst following prescribed CORDAID and Donor Regulations.
   2. ensure effective internal and external communication for Director’s office in compliance with all relevant corporate communications standards.
   3. maintains Country Director’s appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
   4. plan and manage high level events and visit programmes on behalf of Director.
   5. work independently and manage routine all administrative work at the Director’s office.
   6. develop and manage relationship with Global Office Admin and other external contacts.
   7. be the Caritas lead contact for Cordaid Sierra Leone and surrounding offices

**DUTIES AND RESPONSIBILITIES**

Under overall guidance and direct supervision of the Country Director, the Executive Support Assistant will be responsible for all following functions, in no particular order of priority, for the efficient and effective running of the Country Offices:

* Ensure effective internal and external communication for Director in compliance with all relevant corporate communications standards.
* Act as the point of contact for appointments and meetings and maintain absolute control and compliance.
* Work independently and manage routine administrative work for the Director eg dealing with mail, handling incoming phone calls, managing diaries, arranging meetings and venues, meeting visitors, managing Director’s visit programmes etc.
* Demonstrate sound knowledge of existing policies and procedures; handle Global Office related internal and external queries and delegate/process/review relevant documents
* Manage Directorate and Senior Leadership Team (SLT) related information and maintain and document files (paper and electronic) on correspondence and important documentation. Maintain Director’s contact list and KPI scorecard data.
* Prepare holiday list; schedule and organise all-staff meetings with the Director. Document and file minutes of such meetings
* Manage high level events and visit programmes on behalf of Director. Prepare visit/event programmes, plan and liaise with support teams to execute
* Perform special tasks assigned by the Director. Collate and organise information, prepare summary reports to assist in decision making as per Director/SLT needs.
* Understand country and Global strategy and maintain relationships and communications with high profile contacts on behalf of CD.
* Coordinate activities within different working groups.
* **Maintain confidentiality as appropriate.**

***Internal Key relationships:***

Country Director

Senior Leadership Team and all staff.

Regional and some Global colleagues

***Other important features or requirements of the job***

* The post holder will understand and make decisions which should follow our code of conduct and ethical standards at Cordaid. Additionally he/she will exploit opportunities brought by diversity and build them into all planning.
* The post holder will understand the importance of child protection and ensure polices and processes are in place to offer maximum protection of young people at all relevant events and venues and ensure compliance with Child and Gender Protection policies.
* The post holder will need to be flexible in terms of occasional in country travel and weekend and evening work.

**EDUCATION AND JOB-RELATED SKILLS**

* Minimum of an Academic Degree in Administrative Management or related discipline
* Fluent English writing and verbal skills
* Advanced skills in internet use, Microsoft, PowerPoint, Excel and Outlook
* Must have Integrity and be able to keep confidential information confidential
* Certified Professional in secretarial or admin fields an additional advantage
* Project Mgt knowledge an added advantage

**RELEVANT WORK EXPERIENCE**

* Minimum Two (2) years demonstrated working experience in a reputable organization in the same or similar position
* Minimum of two (2) years’ experience handling confidential information effectively
* Demonstrable working knowledge of Donor context and policies around it

**Field visits play a large part of this role and as such, it is expected that the candidate is willing and able to take part in such activities in all weather conditions – An INGO or rented vehicle will be made available**

**TO APPLY**

Send your Cover Letter and CV by email to the Human Resource & Operations Manager at: [jobs\_sl@cordaid.org](mailto:jobs_sl@cordaid.org) and copy [job@jobsearchsl.com](mailto:job@jobsearchsl.com)

Please address the Subject of your email as**: Country Director Executive Support Assistant**

**DEADLINE FOR APPLICATIONS IS January 20th, 2020**

**WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

