

JOB ADVERTISEMENT (OPEN ONLY TO RESIDENTS IN KENYA)

POSITION: EXECUTIVE ASSISTANT TO THE GENERAL SECRETARY

The Executive Assistant provides comprehensive support to the General Secretary (GS) who is the Chief Executive Officer (CEO) in multiple areas including scheduling and calendar maintenance, prioritizing, organizing and managing different aspects of the CEO's responsibilities. Analyzes and interprets issues and proposes alternative solutions, relying on knowledge of professional standards and principles. Consults with necessary stakeholders regarding issues, possible solutions and implementation of alternatives. Implements solutions after approval; held accountable if no action is taken. H/she will provide administrative and research support to the GS. H/she will support and manage special projects as assigned by General Secretary.

APPLICATION DEADLINE: May 15th, 2025

STARTING DATE: June 1st, 2025 or earliest possible after the date.

LOCATION: AACC Secretariat, Nairobi

MAJOR DUTIES AND RESPONSIBILITIES:

Supports the General Secretary to:

- Coordinate and oversee the core initiatives and tasks of the General Secretary; track tasked assignments to completion and keep the GS informed accordingly.
- Maintain daily calendar for the GS; schedule meetings and appointments, both internal and external.
- Maintain the diary of the GS in a strictly confidential and timely manner.
- Liaise with the AACC governance members, high level dignitaries, partner's representatives, as well as other visitors who interact with the General Secretary.
- Handle domestic and international travel arrangements (i.e. travel visas, hotels, flights, briefing materials, etc.) and expense reporting for GS.
- Prepare meetings and take minutes of Management, Executive Committee, General Committee and other related high-level meetings as necessary.
- Take responsibility as key contact person with AACC members for the GS.
- Receive, analyze, research and process membership applications for decision making.
- Communicate guidance and recommendations on behalf of the GS.
- Coordinate drafting and finalizing of internal documents.
- Draft memos, emails, letters, reports and communiques for the GS.
- Handle calls, mail and other communication in the General Secretariat.
- Liaise, at times, for the GS and governance on highly confidential information.

- Take responsibility for processing membership Prepare and process expense reports and travel claim for the President/CEO.
- Other duties as assigned.

FISCAL RESPONSIBILITY: Prepares routine financial reports in respect of the GS office.

SUPERVISION EXERCISED: Occasional as needed.

POSITION REQUIREMENTS (TO BE STRICTLY APPLIED)

- A bachelor's degree in a field related to AACC work (e.g. theology, administration, communication, etc.)
- At least 4 years' experience in similar function in a CEO's office.
- Ability to work well in a fast-paced environment while still maintaining attention to detail. Exceptional organizational skills.
- Experience with Microsoft Excel, Word and PowerPoint required.
- Ability to prioritize, take direction, and handle varied tasks within deadlines and in a fluid working environment.
- Highest level of confidentiality is required.
- Strong communicator, including excellent drafting skills. Collaborative, team oriented individual.
- Ability to handle complex and high-stress situations with diplomacy and tact.

LANGUAGE SKILLS: English is required. Proficiency in French is desirable.

TRAVEL: Travel may be required.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: Standard office work environment.

USE THE APPLICATION FORM, LETTER OF MOTIVATION AND CV TO:

hr-applications@aacc-ceta.org

SUB OFFICES:

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