



<b>Job Title:</b>	Executive Assistant	<b>Reporting To:</b>	Director, Informal Sector Revenue Generation
<b>Start Date:</b>	November 2015	<b>Years in Career:</b>	4 years
<b>Direct Reports:</b>	N/A	<b>Education:</b>	BA/BSc; MA preferred
<b>Term:</b>	Permanent Position		

**About the Role** The Executive Assistant's is an important role in the management of information, schedules and workload that the Director for Informal Sector Revenue Generation (and other managers in the department if required) must work through. This sector and consequently this department, is critical to the expansion of efficiency gains for the KS-IRS and in fact interaction between the KWSG and the people. Therefore, s/he must be proactive, ready to work, proffer solutions before issues become larger, and generally do what it takes to assist in a minimum first level of preliminary work and analysis on information that comes into the departments (and KS-IRS) from the field.

- Specific Tasks** Specific tasks are divided into the following categories and include:
- 1) Conserves superior's time by producing information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics;
  - 2) Prepare and edit correspondence, reports, and presentations;
  - 3) Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions;
  - 4) Manage projects and conduct preliminary research;
  - 5) Plan and schedule travel, meetings and appointments;
  - 6) Make travel and accommodation arrangements for guest;
  - 7) Protect operations by keeping information confidential, and secure information by completing data base backups;
  - 8) Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies;
  - 9) Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques; and
  - 10) Contributes to team effort by accomplishing related results as needed.

**Education** At least BSc in any field, MA in any field preferred

- Professional Experience**
- 1) 1 – 4 years in a corporate environment
  - 2) Data entry, distillation and analysis using Microsoft Excel and PowerPoint
  - 3) Writing reports and memos using Microsoft Word
  - 4) Handling calendars, scheduling/planning and travel logistics

- Required Skills**
- 1) Proficient in Microsoft systems, e.g., Word, Access, Excel, PowerPoint.
  - 2) Ability to take and follow instructions well.
  - 3) Ability write, read and understand English well.
  - 4) Excellent interpersonal and intercultural skills.
  - 5) Proven ability to work under pressure and meet deadlines consistently.



## KS-IRS Job Description

### **Personal Attributes**

- 1) High ethical standards.
- 2) Personal credibility and integrity.
- 3) Self-confidence and respect for others.
- 4) Excellent interpersonal skills, with ability to communicate and interact effectively.