

**VACANCY ANNOUNCEMENT  
EXECUTIVE ASSISTANT - INTERN**

<b>Organization</b>	Adeso: African Development Solutions, <a href="http://www.adesoafrica.org">www.adesoafrica.org</a>
<b>Position Title</b>	Executive Assistant - Intern
<b>Reporting To</b>	Executive Director
<b>Working With</b>	Executive Director, Heads of Departments, Country Directors, Program Team
<b>Program/Duty Station</b>	Nairobi, Kenya
<b>Duration</b>	One (1) Year
<b>Starting Date</b>	Immediately

**ORGANIZATIONAL CONTEXT**

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future. Adeso offers sound employment conditions with opportunities for personal growth and development.

**POSITION SUMMARY**

Under the supervision of the Executive Director and the Executive Assistant, the core function of this position is to support the Executive Office with various administrative processes essential to day-to-day operations. This is a demanding position requiring someone who can be available at the request of the Executive Director and her schedule.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Handling administrative requests and queries from Senior Managers.
- Organizing and scheduling appointments.
- Planning meetings and taking detailed minutes.
- Booking travel arrangements.
- Answering and directing phone calls.
- Organizing and scheduling appointments.
- Developing and maintaining a filing system.
- Maintaining contact lists.
- Submitting and reconciling expense reports.
- Providing general support to visitors.
- Liaising with the Executive Assistant to handle requests and queries from Senior Managers.

**SKILLS AND QUALIFICATIONS**

- Diploma in Secretariat Studies, Business Management or related qualification.
- Minimum of 2 years or equivalent work-related experience supporting senior level Executives; experience working with Boards of Directors desirable.
- Demonstrated ability to handle confidential information appropriately.
- Highly proficient in MS Word, Excel, PowerPoint.

- Excellent writing, proofreading and verbal communication skills.
- Ability to stay focused, efficient, and effective in managing multiple priorities.
- Professional demeanor and ability handle sensitive situations in a calm and professional manner.
- Strong interpersonal skills and good judgment.
- Proven ability to work independently to achieve accomplishments.
- Ability to communicate effectively with all levels of employees and outside contacts.
- Experience working in an International arena a plus.
- Proven ability to effectively collaborate with internal team, cross-functional team, and external parties in a rapidly growing environment
- Ability to provide after hour and flexible support a must.

#### **APPLICATION PROCESS**

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to [jobs@adesoafrica.org](mailto:jobs@adesoafrica.org), quoting “**Executive Assistant - Intern**” in the email subject matter, by **20<sup>th</sup> January, 2019**. Kindly note that applications screening and interviews will be on a rolling basis.

Each application should be addressed to the HR Director and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

**Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted.**