

Position Description

Executive Assistant – Africa

2020

About CIFF

The Children's Investment Fund Foundation (CIFF) is an independent philanthropic organisation with offices in Addis Ababa, Beijing, London, Nairobi, and New Delhi. CIFF works with a wide range of partners seeking to transform and empower the lives of poor and vulnerable children and adolescents in developing countries, with the ultimate goal of solving seemingly intractable challenges to ensure all children and adolescents have the chance to survive and thrive.

CIFF aims to play a catalytic role as a funder and influencer to deliver urgent and systemic change at scale. Areas of work include empowering girls and boys to control their sexual and reproductive health to avoid unintended pregnancy, unsafe abortion and HIV/AIDS; improving children and mothers' health and nutrition; preventing low birthweight babies; eliminating deaths from severe acute malnutrition, nested within a more integrated approach to childhood development; and deworming efforts to break transmission for good. CIFF's child protection work focuses on ending child labour and sexual exploitation by enabling an environment that reduces vulnerability of communities and increases protection of children. The organisation's climate portfolio is driven by a vision of a climate-safe future for today's children and future generations that also bear the benefits of cleaner air, energy security and sustainable jobs.

We are privileged, as a financially independent philanthropy, to be able to work in challenging areas that others can't and we often elect to work on what can be controversial issues that others won't. For example CIFF is pro-choice with respect to women's reproductive rights along with the prioritisation of access to reproductive information and to contraceptive choices. It is imperative to the CIFF family, therefore, that prospective candidates are aware of the issues we work on and embrace all our programmatic work with fully open minds to the huge number of ways in which we seek to empower young lives.

CIFF places significant emphasis on quality data and evidence. For most of its grants, CIFF works with partners to measure and evaluate progress to achieve large scale and sustainable impact. The organisation is committed to sharing as much information as possible about what they and their partners are learning.

Founded in 2002, CIFF employs approximately 120 professionals globally. CIFF strives to couple business acumen and principles with development experience and best practices to transform the landscape for children. It seeks to be the gold standard in grant making and foundation operations.

For more information please visit www.ciff.org

Please ensure that you review our website to gain oversight of all our programmes and if you have any concerns or would like further information please don't hesitate to pick up the phone and talk to our Human Resources or Hiring Management teams.



Job Description

Job Title	Executive Assistant to Executive Director Africa
Reports to	Executive Director Africa
Location	Nairobi
Main purpose of the role: The Executive Assistant will provide comprehensive, proactive executive support to the Executive Director (ED) for Africa. The position requires strong administrative and personal assistant skills and a high level of efficiency. The Executive Assistant will act at the key point of contact for the ED and Africa Directors, making recommendations where appropriate, to ensure the best use of time for internal and external meetings. The position is privy to confidential information that requires the highest level of confidentiality and judgment. This is an excellent opportunity for an organised professional with excellent communications skills, who wants to be part of an exciting, growing and mission driven organisation.	

The Exciting Opportunity

Position Responsibilities

- Act as the central point of contact for the ED, Africa Directors in their relationships with external and internal partners; grantees; peer community and other key relationships.
- Complex diary management.
- Convened meetings at the request of ED Africa.
- Attend meeting with Africa Directors, scribe, disseminate notes and follow up on action points.
- Event planning; including internal team meetings and offsites and planning and co-ordination of high-level meetings, both internal and external
- Arrange travel for the Executive Director. Work with CIFF travel agents to organise flights, hotels, cars and visas. Occasionally organise group travel for the team
- Implement efficient systems and processes in order to track delivery of tasks, and optimise allocation of resources
- Support in timely processing of expenses on Certify
- Undertake projects that support the corporate agenda
- General administrative duties, including management and support for the central administrative tools for the team, such as FLUXX, budget, pipeline, portfolio and HR tools;
- Work as a team with other Executive Assistants to support smooth running of offices

The Talented Individual

Qualifications & Experience

- Educated to post-graduate degree level, or equivalent by experience, within a relevant specialism.
- Strong administrative experience, working for senior executives in a busy and complex environment; good experience as a scheduler or manager of executive time.
- Excellent attention to detail
- Proactive and results oriented
- Strong interpersonal skills engage with others to get the best out of them; works well as part of a team.
- Professional, sound independent judgment, strong organisational and project management skills and the ability to be flexible as priorities and needs change
- Highest ethical standards, confidentiality and personal integrity
- Outstanding communications skills, both oral and written.
- Ability to work unsupervised, a motivated self-starter, with strong problem solving and multi-tasking skills.
- Ability to work well under pressure
- Approaches situations strategically, methodically and with high degree of rigour
- Proficient in all areas of Microsoft. Must possess strong PowerPoint, Excel and typing skills; ability to learn new packages, when required
- Numerate, with a good understanding of basic budget processes

The Culture Contribution

Our employees contribute to a shared goal in an environment of support, knowledge sharing and fun!

CIFF Values

Honest: *We value our own integrity and never shy away from the truth. We learn from our mistakes, we stay accountable and we use feedback as a tool for success.*

Supportive: *We use our experience to bring out the best in each other. When the pressure's on we join forces. When one of us succeeds, we celebrate together.*

Entrepreneurial: *We're always searching for new opportunities to do more and push boundaries. We constantly ask ourselves 'What if?'*

Passionate: *We've each come to CIFF to change the world for children. So we're bold and daring in our approach. We know that with the right people and the right resources, there's nothing we can't achieve together.*

Problem solving: *Solving issues is part of our everyday. We use every problem as a learning experience: to investigate, to ask for help, to think outside the box.*



CHILDREN'S
INVESTMENT FUND
FOUNDATION

Collaborative: *In CIFF's people and partners you'll find subject experts from around the world. We understand the power of bringing this experience and expertise together to change children's lives.*