TERMS OF REFERENCE FOR EMPLOYMENT

POSITION : Executive Assistant

The overall purpose of the Executive Assistant is to provide personal assistant function to the Director General (DG) of Roads Directorate. The incumbent is responsible for arranging logistics for Board meetings as instructed by the DG. He/ She is to assist with administrative roles which include management of official work schedule, typing, establishing and maintaining the Director General's Office filing system, operation of the divisional/sectional records, production and distribution of documents, arrangement of official trips, and perform such other tasks as may be assigned by the Director General.

TASKS

(1) Responsibilities to the Director General

(a) Assisting in managing daily schedules and diary of the DG.
(b) Make and receive telephone calls and take and convey messages.
(c) Type documents, presentations, spreadsheets, including maintaining and updating of these.
(d) Takes and transcribes dictation to a legible presentation to reduce drafting time.
(e) Produce documents and copy and bind these as required.
(f) Provide refreshment service when visitors are received.

(2) Typing Production and Distribution of Documents

(a) Type correspondences and documents to put written communication into a legible presentation.
(b) Seals Classified documents to accord office secrecy.
(c) Photocopies documents of the DG's office to enable distribution thereof as required.
(d) Binds reports and other documents as required.
(e) Distributes documents and correspondence as necessary for information and action.
(f) Organises and maintains appropriate records of delivery of correspondence and documents to persons and organisations outside the Directorate.

(3) Office Administration

(a) Receive and relay messages for divisional/sectional staff through a suitable medium to facilitate the taking of appropriate action.
(b) Transmit messages through an appropriate medium and dispatch mail to facilitate communication with various organizations and individuals.
(c) Record and processes incoming mail marked for actioning to the Director/Sectional/Divisional Heads to facilitate appropriate action.
(d) Annotates mail as necessary to indicate the urgency and/or importance of certain portions that require immediate attention.
(e) Maintains a record system and files correspondence for access to information and reference exclusively through authorization by the DG.
(f) Registers out-going mail and instructs office assistant on delivery/postage for record and appropriate dispatch.
(g) Receives visitors to the DG's office, attends to their requests and refers their queries to other officers as necessary to regulate and speed up the process of service delivery.
(h) Checks office equipment in the Director General's Office and recommends service or replacement to minimize work-flow disruptions.

(4) Arrangement of Official Trips

(a) Compose itinerary of business journeys to enable successful travel.
(b) Arrange entry visas, accommodation, and transport to enable successful stay and movement in the host country.
(c) Advise to retire tour imprest as appropriate for accountability of public funds.
(d) Check and confirm the validity of travel documents and certificates of inoculation in order to ensure adherence to immigration and health requirements of a host country.
(e) Arrange entry visas, accommodation, and transport for official guests visiting the Director General's office, to enable their stay and movement in the country.
(f) Arranges appointments and leisure activities for official guests to ensure a hospitable visit.

(5) Organization of Official Meetings, Conferences and Official Entertainment

(a) Issue letters of invitation for meetings, conference and official entertainment and confirm attendance to facilitate participation and hosting logistics.
(b) Organize refreshments for official meetings to promote good public relations.
(c) Communicate Director General's acceptance/decline of invitations to official functions in order to facilitate hosting logistics and to avoid disappointments.
(d) Maintains an official guest list in order to adhere to protocol practices and to avoid errors of omission.

(6) Director General's Office Security

(a) Ensures that Director General's Office windows and doors are locked outside of working hours, and if available will activate the alarm system to prevent loss and theft.
(b) All correspondence and documents are safely stored to prevent accidental fire occurrences.
(c) All lighting and heating/cooling systems are shut down on vacation of office to prevent accidental fire occurrences.
(d) Security procedures in the Director General's office are posted and implemented in order to facilitate adherence to security.

QUALLIFICATIONS

Diploma in secretarial studies or related fields plus six years experience in similar role as a Personal Secretary/ Assistant to the Director level officer

Specialist knowledge of Microsoft Office Excel, Microsoft Office Word, Microsoft Office Outlook, and Microsoft Office PowerPoint is basic requirement and basic knowledge of Microsoft Office Project and Microsoft Office Access is an added advantage.

REQUIRED SKILLS

- Ability to work under pressure
- Analytical skills and attention for detail
- Discrete and ethical in dealing with office information
- Relationship and stakeholder management
- Problem analysis and solving skills
- Excellent communication skills
- Proficiency in MS Office suit, video conference facilities and office management software (Teams, SharePoint etc)
- Basic knowledge of stores, registry and financial procedures