

## JOB DESCRIPTION

### PERSONAL ASSISTANT TO THE NATIONAL DIRECTOR - PSCPA - 01

#### Job Objective

Our Client is a dynamic social development organisation, working globally to address the situation of children who are at risk of losing parental care and children without parental care and is the umbrella organisation that provides support and guidance to her Member Associations in over 133 countries world-wide. Our Client is seeking to employ the skills of a highly resourceful and professional person for the position of a Personal Assistant to the National Director.

The incumbent will be responsible for providing support to the National Director in discharging his duties of planning, directing, controlling, communicating and implementing the Vision, Mission and Values of the organization.

<b>Job Title:</b>	Personal Assistant to the National Director
-------------------	---

<b>Reports to:</b>	The National Director
--------------------	-----------------------

#### Job Requirements

The incumbent will be responsible for providing support to the National Director in discharging his duties of planning, directing, controlling, communicating and implementing the Vision, Mission and Values of the organization.

#### Key Responsibilities

- Provide support to the National Director in discharging the Managerial duties of the organisation.
- Support in the delivery of specific projects, strategic plans and coordination of Board activities for the Member Association.
- Manage and prioritize the time of the National Director.
- Provide full secretarial assistance.
- Coordinate flow of information between the programme and the National Office as well as Regional office.

#### Qualifications, Knowledge & Experience

- First Degree in Law or other social sciences

- Minimum of at least 3 years experience as a Personal Assistant to a Top Executive or at a supervisory level.
- Strong computer literacy [MS Word, Excel, PowerPoint].
- Strong communication skills, both verbal and written.
- Proven ability to work under pressure and tight deadlines.
- Willingness to travel.
- Experience in the field of Social Work will be added advantage.

#### **OTHER REQUIREMENT**

In accordance with the Organisation's Child Protection Policy, all employment is subject to applicable background checks, including criminal record checks where possible.

They offer a Competitive Salary and Benefit Package.