



ToR for Assistant to the Executive Director

The Assistant provides high-level administrative support to the Executive Director -ED with the day-to-day work of the KRCT including preparing speeches for ED , scheduling meetings, preparing minutes of the meetings , maintaining director's calendar, preparing correspondence, social media ,coordinating travel and other related functions.

This individual exhibits a high level of professionalism and possesses excellent written and verbal communication skills and interpersonal skills to interact with donors, Senior Management Team (SMT), beneficiaries and staff under the direction of the Executive Director.

This individual is a self-starter, extremely organized and has a keen eye for detail and highly developed problem-solving skills.

Duties and Responsibilities:

- Provides full administrative assistance to the ED.
- Manage ED's schedule: schedule meetings and teleconferences, screen for conflicts, and ensure the ED is prepared for important meetings.
- Facilitates communication with the Board of Directors /Assembly of KRCT and SMT and staff
- Prepares conference room; attends all board meetings, records, transcribes, and distributes meeting minutes; maintains and documents all relevant files.
- Support ED in representation of the organisation through preparing speeches, researching, and routing correspondence; drafting letters and documents; and screening and rerouting phone calls.
- Maintains director correspondence and other communication inside and outside KRCT
- Maintains confidence and protects work of the organisation by keeping information confidential towards ED and beneficiaries.
- Arranging travel, visas and accommodation and occasionally travelling with the ED to take notes or dictation at meetings or to provide general assistance during presentations.
- And other duties as assigned by ED.

Skills/Qualifications

- Degree in social sciences.
- Experience in administration and management.
- Highly skilled at prioritizing ED's tasks and effectively communicating changing priorities on a daily basis.
- Highly skilled in Microsoft applications; Outlook, Word, Excel and Power Point.
- Ability to handle confidential information with discretion.
- Effectively communicate with Executives, Board members, donors, beneficiaries, and staff.
- High level of organizational, time management and communication skills.
- Able to work both independently and in a collaborative environment.
- Detail oriented, accurate and able to act autonomously with minimal supervision.

- Willingness to try new methods, apps, and/or technology.
- Take initiative in completing assignments, solving problems, and seeking solutions.
- Ability to work well under pressure and meet deadlines.

Application process

Applications have to be submitted via e-mail to: info@krct.org no later than **10th of January 2023**, indicating in subject line: **Application for Assistant to ED and surname of the applicant.**

Application needs to include:

- CV;
- Cover letter, indicating relevant skills for this assignment, including recent experience;
- Two references/previous employers/supervisors who are able to comment on your ability to deliver on the assignment as described with ToRs.

Incomplete proposals shall not be considered for further process. Proposals received after the exact time specified for receipts of offer shall be considered late and shall not be evaluated. Only shortlisted candidates will be contacted.