

JOB TITLE		EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR	
JOB OBJECTIVE			
<ul style="list-style-type: none"> o Provide administrative support by managing the Executive's time and office and ensure efficiency for business and personal tasks. 			
DEPT/DIVISION:		REPORTS TO:	SUPERVISES:
Executive Office		Executive Director	o N/A
RELATIONSHIPS:			GRADE:
Divisional and Department Heads, Board Committees, Auditors, Regulators, Employers, Customers.			ME – MGR
JOB RESPONSIBILITIES:			KEY PERFORMANCE INDICATORS:
<ul style="list-style-type: none"> o Conduct research, collect and analyse data to prepare reports and papers on behalf of the ED. o Preparation of reports and presentations including sourcing and researching on required information. o Perform role of project management for projects directly supervised by Executive Director. o Manage the diary and coordinate all activities on behalf of the ED. o Manage all correspondences on behalf of the ED. o Schedule and coordinate meetings, functions and conferences on behalf of the ED. o Record, transcribe and distribute minutes of ED's meetings. o Anticipate executive's needs and ensure they are taken care of in a timely and efficient manner. o Develop and maintain expense management for the Executive Director's office. o Plan and coordinate logistics for the ED. o Supervise MD's Personal Assistant and ensure efficient administration of the MD's office. o Design and management databases for ED's office. o Anticipate challenges for the ED – primarily administrative – and proffer solutions proactively. o Any other related responsibilities assigned by the ED. 			<ul style="list-style-type: none"> o Effectiveness of diary management (no conflicts or missed appointments) o Filing System management o Effective delegation (all critical correspondences dealt with in a timely manner) o Quality of reports and presentations prepared o TAT on tasks assigned and deliverables o Quality of office budget management
COMPETENCE REQUIREMENTS			APPLICATIONS & TECHNOLOGY
			<ul style="list-style-type: none"> o Microsoft Word, Excel and PowerPoint o HR Flex o Microsoft Navision
			WORK CONDITIONS
			<ul style="list-style-type: none"> o A typical work environment in financial services. o Requires periodic travel to branch locations across the country.
JOB SPECIFICATION			
Educational Qualification		<ul style="list-style-type: none"> o A first degree is required o Master's degree as added advantage 	
Professional Qualification		<ul style="list-style-type: none"> o N/A 	
Desired Experience/ Knowledge		<ul style="list-style-type: none"> o At least 6 years' experience in a similar role. o Experience in Financial Services industry and consulting is preferred. o Knowledge of digital space required. 	