

<b>JOB TITLE</b>		<b>EXECUTIVE ASSISTANT TO THE MANAGING DIRECTOR</b>	
<b>JOB OBJECTIVE</b>			
o Provide technical support to the MD and oversee the administrative function of the office.			
<b>DEPT/DIVISION:</b>		<b>REPORTS TO:</b>	<b>SUPERVISES:</b>
Executive Office		MD/CEO	o Personal Assistant
<b>RELATIONSHIPS:</b>			<b>GRADE:</b>
Divisional and Department Heads, Board Committees, Auditors, Regulators, Employers, Customers.			AM – SMGR
<b>JOB RESPONSIBILITIES:</b>			<b>KEY PERFORMANCE INDICATORS:</b>
<ul style="list-style-type: none"> <li>o Conduct research, collect and analyse data to prepare reports and papers on behalf of the MD.</li> <li>o Preparation of reports and presentations including sourcing and researching on required information.</li> <li>o Perform role of project management for projects directly supervised by Managing Director.</li> <li>o Manage the diary and coordinate all activities on behalf of the Managing Director.</li> <li>o Manage all correspondences on behalf of the Managing Director.</li> <li>o Schedule and coordinate meetings, functions and conferences on behalf of the MD.</li> <li>o Record, transcribe and distribute minutes of MD's meetings.</li> <li>o Anticipate executive's needs and ensure they are taken care of in a timely and efficient manner.</li> <li>o Develop and maintain expense management for the Managing Director's office.</li> <li>o Coordinate People Management activities (appraisals, goal setting, leave processing, etc. for direct reports) on behalf of the Managing Director.</li> <li>o Follow up with direct reports on all action plans/deliverables from Management, board committees, board and all other executive meetings.</li> <li>o Plan and coordinate logistics for the MD.</li> <li>o Supervise MD's Personal Assistant and ensure efficient administration of the MD's office.</li> <li>o Design and management databases for MD's office.</li> <li>o Anticipate challenges for the MD – technical and administrative – and proffer solutions proactively.</li> <li>o Any other related responsibilities assigned by the MD.</li> </ul>			<ul style="list-style-type: none"> <li>o Effectiveness of diary management (no conflicts or missed appointments)</li> <li>o Filing System management</li> <li>o Effective delegation (all critical correspondences dealt with in a timely manner)</li> <li>o Quality of reports and presentations prepared</li> <li>o TAT on tasks assigned and deliverables</li> <li>o Quality of office budget management</li> <li>o TAT in completion of appraisals of Managing Director's direct reports</li> </ul>
<b>COMPETENCE REQUIREMENTS</b>			<b>APPLICATIONS &amp; TECHNOLOGY</b>
			<ul style="list-style-type: none"> <li>o Microsoft Word, Excel and PowerPoint</li> </ul>
			<b>WORK CONDITIONS</b>
			<ul style="list-style-type: none"> <li>o A typical work environment in financial services.</li> <li>o Requires periodic travel to branch locations across the country.</li> </ul>
<b>JOB SPECIFICATION</b>			
<b>Educational Qualification</b>		<ul style="list-style-type: none"> <li>o A first degree is required</li> <li>o Master's degree as added advantage</li> </ul>	
<b>Professional Qualification</b>		<ul style="list-style-type: none"> <li>o ACCA/ACA preferred</li> </ul>	
<b>Desired Experience/ Knowledge</b>		<ul style="list-style-type: none"> <li>o At least 7 years' experience in a similar role.</li> <li>o Experience in Financial Services industry and consulting is required.</li> <li>o Knowledge of the digital space is critical.</li> </ul>	

