



VACANCY ANNOUNCEMENT

Executive Assistant to the Executive Director

RE-ADVERTISED

A. Background

The Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) is a not-for-profit inter-governmental organization of 15 countries comprising: Burundi, Cameroon, Central African Republic, Eritrea, Democratic Republic of Congo, Ethiopia, Federal Republic of Somalia, Madagascar, Kenya, Republic of Congo, Rwanda, South Sudan, Sudan, Tanzania, and Uganda. ASARECA's core mandate is to coordinate regional agricultural research for development in partnership with NARIs. It aims to increase productivity, commercialization, and competitiveness of agriculture sector in Eastern and Central Africa to sustain livelihoods. Its mandate is to: (i) identify regional research priorities and opportunities; (ii) commission, broker and manage research partnerships to address regional priorities synergistically; (iii) nurture pathways for on-line delivery, spillover, and scaling of regional agricultural research results to deliver agricultural results; and (iv) mobilize, allocate and manage regional AR4D investments to support generation of regional agriculture-based public goods and services. To achievement this mandate, ASARECA seeks to fill the position of Executive Assistant to the Executive Director.

B. Job Summary

Reporting directly to the Executive Director, the Executive Assistant provides managerial, administrative, and development support to the Executive Director, and where needed, the Senior Management Team (SMT) and Human Resource and Administration. He/she serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Director. This dynamic position requires ability to anticipate needs, think critically, and offer solutions to problems with high level of professionalism and confidentiality.

C. Essential/Primary Responsibilities

Executive Support

- Assists Executive Director with administrative duties like managing calendar of appointments; making rational judgements and recommendations for day-to-day engagements; composing and preparing diverse correspondence; arranging travel plans; and compiling documents for meetings.
- Serves as primary point of contact for internal and external constituencies on all matters pertaining to Executive Director, including those of a highly confidential or critical nature.
- Acts as a "barometer" with a sense for issues taking place in the environment and keeping the Executive Director updated as well as anticipate his needs in advance of meetings, conferences, etc.
- Communicates with general staff on Executive Director's behalf, coordinates logistics for high-level meetings, both inter-nally and externally, and coordinates meetings and strategic activities with Senior Management Team, Programs, Fiduciary Teams, and other staff members.
- Communicates directly and on behalf of Executive Director with Board of Directors, donors, and other strategic partners on matters related to programmatic initiatives as directed.
- Conducts research on prospective corporate and foundation donors to identify, evaluate current needs and assemble mate-rials needed for the proposals.
- Prepares draft reports, letters of solicitation, and proposals, besides preparing and coordinating oral and written communication with donors and prospects.
- Supports Executive Director in his external commitments related to ASARECA, including service on external boards, committees, and other groups.
- Processes ASARECA's memberships and engagements with other organizations.

Human Resource and Administrative Support

- Provide high level support to Human Resources, Administration and Departments in capacity building, setting up surveys and communication.
- Liaises with embassies and high commissions regarding diplomacy and related operations.
- Provide hands-on support for Front Desk Operations.

Board Support and Liaison

- Serves as Executive Director's administrative liaison to the Board by managing Board activities such as drafting agenda; scheduling Board meetings; developing/compiling and distributing Board meeting materials; recording meeting minutes on behalf of Board Secretary; and provide to administration details necessary for logistical arrangements.
- Supports Executive Director in coordinating meetings of Board Committees (i.e., Executive Committee; Finance & Ad-ministration; Governance & Nominations; and Audit & Risk Management).

- Maintains confidential files and contact information.
- Coordinates meetings and appointments both on- and off-site to support the Executive Director's agenda.

Management Liaison

- Participates as an adjunct member of the SMT including assisting in scheduling, attending meetings.
- Represents Executive Director in designated meetings as required.
- Assists in coordinating the agenda of SMT meetings.
- Prepares an account of the meetings, as well as designates and follows up on assigned action items.

D. Education Requirement & Job Experience/Qualifications

- Master's in Business Administration, Public Administration, or Organizational Development.
- At least ten (10) years of practical experience in providing similar services, of which five (5) years were in support of simi-lar organizations.
- High level of adaptation, creativity, and innovation in providing such support with accuracy.
- Deep knowledge of external environment, particularly with various stakeholders including policymakers, regional and in-ternational institutions, and donors.
- Excellent communication and relationship building skills with an ability to negotiate and work with a variety of internal and external stakeholders.
- Experience in working in a rapidly changing environment as well as leading multi-disciplinary teams of different nationali-ties and cultural backgrounds.
- Personal qualities of integrity, credibility, and dedication to the mission of agricultural development.

E. Relevant Skills & Abilities

- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners.
- Ability to make informed decisions regarding priorities and available time; complete high volume of tasks with little or no guidance; react with appropriate levels of urgency to situations that require quick response or turnaround; and maintain high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential and ability to switch gears at a moment's notice is treasured.
- Proficiency in Windows, including Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Ability to learn new software such as Doodle polls and Director's Desk board portal.
- Exceptional organizational skills and impeccable attention to detail.
- Ability to conduct research and present data in a succinct and well-written manner.
- Ability to work independently and with professional discretion.
- Excellent writing, editing, grammatical, organizational, and research skills.
- Knowledge of French language will be an added advantage.

F. Work Environment

- Ability to thrive in an intense, do-it-yourself, start-up environment.
- Regular travel may be involved.
- Duration of services

Two-year renewable contract based on performance and availability of funds.

H. Duty Station

The Executive Assistant will work full time at the ASARECA Secretariat, Entebbe, Uganda.

I. Application Procedure

Interested applicants can visit our website using the link www.asareca.org/Announcements to complete the online application form and upload their CV, Cover Letter and relevant academic certificates all in one file not exceeding 10 Megabytes (MB). The cover letter should be addressed to the **Executive Director, ASARECA**. The detailed CV must include names and addresses of 3 referees (including e-mail address and telephone numbers). You may also send your application and detailed CV to secretariat@asareca.org. Interested applicants who submitted their applications before need not apply. Closing date for Applications is **4 August 2023**. Only shortlisted candidates will be contacted. ASARECA is an Equal Opportunity Employer.