



**African Peer Review
Mechanism**

VACANCY

EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR (1 YEAR FIXED TERM CONTRACT, WITH POSSIBILITY FOR RENEWAL FOR A PERIOD UP TO 3 YEARS)

We are advertising for the following fixed term contract appointment for placement within the APRM Secretariat (please note that the position is currently based in South Africa).

The successful applicant will report to the Executive Director within the APRM Secretariat and will be responsible for, amongst others, the following:

- Responsible for heavy calendar management, requiring interaction with both internal and external executive and assistants, as well as consultants, to coordinate a variety of complex executive meetings;
- Perform a wide variety of executive secretarial and administrative duties as required by daily operations;
- Produce and distribute accurate meeting notices, agendas and minutes;
- Attend monthly executive meetings and annual general meeting;
- Review and summarize miscellaneous reports and documents, prepare background documents and outgoing mail as necessary;
- Maintain a work logbook, recording hours worked, and projects worked on;
- Coordinate, send, compile, and record the association's yearly membership renewal
- Answer phones and direct all incoming calls to appropriate party promptly and efficiently;
- Communicate and handle incoming and outgoing electronic communications on behalf of the Executive Director;
- Assist with preparation of presentation materials;
- Arrange travel schedule and reservations for the Executive management as needed;
- Provide follow up to assignments given to management staff and provide status report to the Executive Director.

REQUIRED QUALIFICATIONS AND EXPERIENCE

At least an advanced university degree (Bachelor's degree or equivalent) with a minimum of 5 years experience supporting at the Executive Level. Experience in handling complex organizational issues at the international level as well as hands-on experience with international organisations'.

In addition to the above, the following are important attributes for the position:

- Excellent calendar management skills, including the coordination of complex executive meeting;
- Experience scheduling travel arrangements for management;
- Excellent communication and interpersonal skills;
- Effective time management systems;
- Maintenance of confidentiality at all times;
- Creative thinking/problem solving skills;
- Computer literacy (Microsoft Office packages).

Applicants should note that fluency in written and oral English and French (or any other AU language) is of an advantage.

APPLICATION DETAILS

Applications should include:

- A comprehensive curriculum vitae not exceeding five pages
- Three referees with full contact details, telephone, fax and e-mail addresses.

Applications should be forwarded electronically utilising "Arial font 12: to edrecruit@nepad.org and they should be marked for the attention of:

Mrs Faith Ramusetheli
NEPAD Secretariat
C/o Development Bank of Southern Africa

CLOSING DATE

The closing date for this position is strictly 19 July 2006. Please Note that should you not hear from us within three weeks after the closing date, kindly consider your application to be unsuccessful.