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| Institution | Rwanda Green Fund (FONERWA) |
| Job Title: | Executive Assistant to the CEO |
| Administrative Unit: | Office of the Chief Executive Officer |
| Job Level and Grade: | 3.II |
| IV: | 500 |
| Index: | 1369 |
| Report to: | Chief Executive Officer |
| Responsible for: | N/A |
| Functions | Tasks |
| Managing the Chief Executive Officer Agenda. | <ul style="list-style-type: none"> ▪ Keep the diary of appointments of the Chief Executive Officer. ▪ Receive and orient visitors of the Chief Executive Officer. ▪ Prepare the Chief Executive Officer Travels, missions and meetings. |
| Ensuring proper filing and orientation of documents in the office of the Chief Executive Officer. | <ul style="list-style-type: none"> ▪ Receive, select, prioritize and process urgent documents before forwarding to the Technical Analyst. ▪ Devising and maintaining office systems, including data management and filing in the CEO's office ensuring both electronic and hard documents are properly and confidentially maintained. ▪ Preparing and/or drafting all official correspondences for the CEO as required and ensuring the necessary feedback has been provided. ▪ Handle sensitive files with confidentiality. |
| Receiving official mail and calls of the Chief Executive Officer. | <ul style="list-style-type: none"> ▪ Receiving text messages or telephone calls for the Chief Executive Officer. ▪ Review and make corrections to the Chief Executive Officer correspondence before their signature. ▪ Typewrite texts from the Chief Executive Officer. |
| Job Specifications/Profile | |
| Relevant Qualifications | |
| A Bachelor's degree in Public Administration, Administrative Sciences, Office Management specialized in Administration. | |
| Required Experience | |
| At least 2-5 years of relevant working experience as secretary, administrative assistant or office manager. | |
| Required Competencies | |
| <ul style="list-style-type: none"> ▪ Experience using Microsoft Office Suite including power point, word and excel applications. ▪ Savvy relationship builder with good interpersonal skills and able to effectively liaise with stakeholders at all levels of the organization. ▪ Highly organized, detailed oriented with a proven ability to prioritize and manage time well. ▪ High level of discretion in dealing with confidential, critical and highly sensitive situations within the organization and externally. ▪ Strong written and verbal communication skills. ▪ Agile and resilient and shows interest in continuous personal development. | |