

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

Job Title	Executive Assistant to Regional Director & Admin Officer
Department	Finance and Administration
Division	Africa Region
Location	Nairobi, Kenya

1. OVERALL PURPOSE OF JOB

To effectively manage the Regional Director's schedule and Office, including supporting the governance, communications and management of strategic alliances. Provide administration support to the BirdLife Secretariat in Africa and support the administration components of the Strong High Sea project.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Regional Director, Africa
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
<ul style="list-style-type: none"> • Heads of Divisions and Units • Administration Team • Africa Fundraising Task Force • Africa Management Teams • Legal and Compliance Office, in Cambridge • Head of IT in Cambridge and Team on IT systems and network • All the Executive Assistants across the BirdLife Secretariat
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
BirdLife Partners in Africa and Supporting Partners
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:
Governments; Regional and International Agencies; Foundations and Institutions; Individual Donors; Non-governmental Organisations; Corporates; and other contacts of the Director Regional Director

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	2	General Public	1	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	2	Press & Media	1	Institutional Funders	1
BirdLife Global Council	0	Regulators/Legislators / Auditors	2	Individual donors/ members	1
Suppliers/Service Providers	3	Scientific Community	1	Royalty/VIPs/ High worth Individuals	1
Level of Contact					
1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.					
2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.					
3.= Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p>Effective administration of the Regional Director’s Office</p> <ul style="list-style-type: none"> • Manage appointments, emails and travel for Regional Director • Provide logistical support for meetings of the Regional Director (rooms, equipment, audio-visual, minutes) • Serve as first responder for the Regional Director, act appropriately on his behalf by responding to requests and monitoring deadlines • Maintain the Partnership contact data and internal distribution lists <p>Support the effective management of the BirdLife Africa Partnership governance system and communications with Partners</p> <ul style="list-style-type: none"> • Prepare briefing papers, reports, advocacy materials and presentations, and take minutes at Partnership and Board meetings • Support the recruitment of new BirdLife Partner • Monitor implementation of actions from minutes and prepare progress reports <p>Administration support</p> <ul style="list-style-type: none"> • Ensure effective and efficient management use and maintenance of office facilities and equipment across the BirdLife Africa Offices • Support in the management and selection of vendors, purchase of equipment, services and manage contracts and database of service providers • Support the effective management of the legal and risk function, ensuring offices and staff are compliant with national laws and BirdLife procedures • Organise and ensure appropriate soft and hard copy filing system of important and confidential project related documents, contracts and MoUs • Manage and maintain the current filing and database system, and look for ways to improve current systems <p>Management of the administrative component of the Strong High Sea Project</p> <ul style="list-style-type: none"> • Support and track implementation of project activities • Coordinate timely submission of project narrative and financial report • Organise project events • Any other duties assigned by the line manager

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	None
Contracts – Staff/Consultants	None
Contracts – Service providers	None
Legal Responsibility	None
Other	None

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6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Relevant qualifications
Job Specific Education/Qualification	Business Administration, Secretarial & Administrative skill, including minute taking, essential
Job Specific Knowledge	Diplomacy, good writing skills, good interpersonal communication, monitoring and evaluation
Experience	Proven track record in a senior secretarial or business support role Experience of project planning and coordination
Management & organisational skills	Proactive and pre-emptive approach Ability to work in a tidy and systematic way Organised, with the ability to keep track of a wide variety of tasks Ability to work under pressure, with minimum supervision Has the confidence to influence and work with staff at a senior level
Communications skills	Excellent communication skills, ability to communicate clearly and concisely, both verbal and written Tact and diplomacy, and the ability to influence Builds positive relationships People oriented and able to interact with a wide diversity of people Flexibility when working with other colleagues
Analytical Skills	Excellent time management skills, well organised and the ability to prioritize a variety of tasks with good follow-through skills
Creativity & Initiative	Innovative, with an ability to identify, analyse and solve problems Applies sound judgement
Computer Literacy	Expertise in all Office technology, including use of Microsoft packages and the Internet including: Zoom, Outlook, Word, Excel, PowerPoint and databases Confidence in the use of audio-visual equipment and the ability to support remote meetings in a technical capacity
Languages	Excellent use of English, written and verbal. Other languages are an advantage Ability to communicate with those whose first language is not English is essential
Travel requirements	Not frequent, up to two times a year
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Knowledge of Civil Society (NGOs) operations and experience in the private sector will be an added advantage	

Prepared by:	Date:
Antoinette Otieno	10 September 2020