AFRICAN DEVELOPMENT BANK
VACANCY ANNOUNCEMENT NO.: ADB/12/036

POSITION TITLE: **Executive Secretary**	Grade: GS7	Closing date: 20 March 2012
Department/Division/Unit: **Office of the President (SAPR)**	**Supervisor's Name & Title:** **Ms. Anne Kabagambe, Director of Cabinet**	

The Office of the President is responsible for providing support & assisting the President in planning, supervising and managing the business of the Bank Group. The Executive Secretary will work under the direct supervision of the Director of Cabinet and provides secretarial and administrative services to the Staff attached to the Office of the President (SAPR).

Objectives

The main objectives of the position are to provide a wide range of assistance to the organizational team for the implementation of its work program, including workflow management, office administration, resources management and Analytical Work.

Duties & Responsibilities:

- Responsible for organizing and managing the secretariat of the Front Office with a view to assisting SAPR in its day to day functioning.

- Provides administrative and/or secretarial support to SAPR such as receiving and screening phone calls; receiving visitors; scheduling meetings & appointments; handling incoming and outgoing mail together with the 'Correspondences' Team etc. including proper follow up of the filing and archiving.

- Contributes in handling the voluminous incoming correspondences through drafting replies to straightforward requests for the signature of the Director of Cabinet; checking documents submitted for the signature so as to ensure accuracy of spelling and that the relevant documentation is attached.

- Liaises with Staff members of the Bank at various levels to relay instructions, transmit messages or give and/or obtain information on behalf of the immediate supervisors.

- Provides secretarial support in the areas of inputting travel plans, flight schedules, logistical arrangements, processing travel claims.

- Provides input in activities relating to In-House meetings and in support for major events (conferences and meetings).

- Works in team with the Administrative Assistant on activities related to the Bank's financial obligations and/or procurement related tasks.

- Making optimum utilisation of the standards office IT products and tools such as 'Presidency Correspondences Tracking' (PCT); SAP; Microsoft Offices; scanner and fax machines.

- Performing other duties as requested.

THIS POSITION DOES NOT ATTRACT INTERNATIONAL TERMS AND CONDITIONS
(The incumbent of the position will be considered as local staff and will therefore not have international status)

Selection Criteria (including desirable skills, knowledge and experience)

- A minimum of a **Bachelor's Degree, BAC+4, Maîtrise** or equivalent in Business Management, commerce, Administration or related discipline, preferably supplemented with courses in secretarial training/administration/office management (BTS or DUT).
- Preferably a minimum of **five (5) years** of progressively relevant and practical experience, in an executive office preferably in an international organization.
- Excellent organizational, and communication skills.
- Able to work under pressure in the dynamic setting of an international and multicultural setting.
- Handling speedily and efficiently internal and external requests.
- Excellent use the two languages of the Bank.
- Competence in the use of the Bank standard software applications
- Ability to work and cooperate with others from diverse background

Submitted by: **Mohamed Youssouf**, Division Manager, CHRM.1	Date :
Approved by: **Gemina Archer-Davies**, Director, CHRM	Date :