

Nigeria Extractive Industries Transparency Initiative (NETI)
Job Profile of Executive Assistant

Title of the position: Executive Assistant	Location of the job (Department & Division): Management
Number of subordinates: None	Reports to: Executive Secretary
Mission/ Core purpose of the job (short description)	
<ul style="list-style-type: none"> ▪ To provide administrative support to the Executive Secretary and his Special Adviser in dealing with secretarial and administrative tasks in the Executive Secretary's office. 	
Key performance area Core, essential responsibilities/ outputs of the position (KPA's)	
Role complexity: <ul style="list-style-type: none"> • Administrative • Logistic • Visitors Management System • Special projects Management • Executive Secretary's personal matters 	
Task complexity: <ul style="list-style-type: none"> ▪ Screen telephone calls, enquiries and requests, and handling them when appropriate; ▪ Welcome and look after visitors; ▪ Organise and maintain the Executive Secretary's diaries and appointments; ▪ Handle incoming email, faxes and post; ▪ Deal with correspondence and writing letters, and taking dictation and minutes; ▪ Organise and take minutes at meetings (where required), and ensure the Executive Secretary is well-prepared for meetings; ▪ Organise and store paperwork, documents and computer-based information; ▪ Attend to logistical needs of the Executive Secretary (i.e. travel, accommodation, visas, etc); ▪ Handle administrative and logistical needs of the Executive Secretary's office; ▪ Perform other related duties assigned by the Executive Secretary. 	
Supervisory Complexity: <ul style="list-style-type: none"> • None 	

Leadership Complexity: <ul style="list-style-type: none"> • None
Managerial complexity: <ul style="list-style-type: none"> • Understand role's contribution to the achievement of the strategic goal of the organization
Creativities (improvement/ innovation inherent): <ul style="list-style-type: none"> • Develop effective system of handling various tasks that may conflict with each other. • Proactively anticipate Executive Secretary's schedules and devise means of handling them. • Periodically review the existing processes, capture weaknesses and devise means of strengthening them.

Vulnerabilities (control span) <ul style="list-style-type: none"> • Executive Secretary's preferences • Visitors' expectation
Collaboration
Responsibility towards: <ul style="list-style-type: none"> • Direct report: None • Matrix report: None • Key customer: Executive Secretary, Special Assistant to the Executive Secretary, External Stakeholders and other staff • Key supplier: Visitors
Discretionary space
Independent thought and Judgment: <ul style="list-style-type: none"> • Organizational Policies and Procedures.
Minimum Requirements
Education: <ul style="list-style-type: none"> • A good first degree in secretariat services, social sciences, Law and other relevant qualifications • Possession of professional qualification in Secretariat Services an advantage
Experience: <ul style="list-style-type: none"> • At least 3 years relevant experience out of which 2 years must be in similar role. • Experience in serving a high level position holder. Demonstrated ability to perform basic math, including calculations using fractions, percents, and/ or ratios; read technical information, compose a variety of documents, and/ or facilitate group discussions; and solve practical

<p>problems.</p> <ul style="list-style-type: none"> •
<p>Training:</p> <ul style="list-style-type: none"> • Secretarial training • Diary Management • Professional ways of managing visitors • Confidentiality management
<p>Competencies</p>
<p>Knowledge:</p> <ul style="list-style-type: none"> • Demonstrated working knowledge of productivity tools such as the Microsoft Word, Excel, Access, etc. and preparing and maintaining accurate records • Demonstrated ability to manage a busy diary and high level of correspondence. • Demonstrated ability to respond courteously and professionally to incoming requests from internal and external contacts at all levels. • Demonstrated working knowledge of productivity tools such as the Microsoft Word, Excel, Access, etc. and preparing and maintaining accurate records • Demonstrated knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette; concepts of grammar and punctuation; and pertinent software applications. • Demonstrated ability to schedule activities and/ or meetings; gather and/ or collate data; and use job-related equipment. • Demonstrated ability to work with data utilising defined and similar processes; and operate equipment using defined methods. • Demonstrated ability to work with a diversity of individuals and/ or groups; work with a variety of data; and utilise specific, job-related equipment. • Demonstrated ability to maintain confidentiality; meet deadlines and schedules; work with detailed information/ data; work in multiple locations (by assignment); and multitask.
<p>Skills/ physical competencies:</p> <ul style="list-style-type: none"> • Excellent and proven planning, organisational and coordination skills. • Ability to multi task and function effectively under pressure. • Flexibility, tact, discretion and the ability to work harmoniously with people • Excellent communication (written and oral), interpersonal and negotiation skill

Behavioural qualities:		
<ul style="list-style-type: none"> • High level of integrity and demonstrated ability to manage confidential information • Good analytical and problem solving skills • Excellent organisation and management skills. • Strong leadership, supervisory and people management skills • High sense of responsibility, accountability and dependability 		
General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)		
<ul style="list-style-type: none"> • Normal hours • May be required to work extended work hours 		
Quality Standards		
<ul style="list-style-type: none"> • Ensure effective management of the ES's schedule • Ensure effective treatment of ES's visitors • Ensure effective planning and scheduling of ES's meetings • Ensure meeting the expectation of the Executive Secretary 		
Sign-off / Approval		
The Executive Secretary:	The Staff:	HR & Admin Manager:
Date:	Date:	Date: