

**JOB DESCRIPTION**

**Position title: Executive Assistant**

**Supervisor:** Secretary General

**Location:** Geneva

**Desired Start Timing:** Immediate

**Post:** Full time

**Travel requirements:** Minimal

**Background**

CARE International seeks a world of hope, tolerance and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a global leader in the movement to eradicate poverty and achieve social justice. In 2017, CARE worked in 93 countries and reached 63 million people with a wide range of life-saving programs. The protection and empowerment of women and girls lies at the core of all we do because poverty cannot be overcome until all people have equal rights and opportunities.

At the heart of CARE’s confederation is the Secretariat based in Geneva, Switzerland with hub offices in Brussels, London and New York. The Secretariat strives to achieve global cohesion across CARE’s members and country offices in ways that ensures all parts of CARE achieve greater impact, efficiency and effectiveness.

We seek dynamic, innovative thinkers to further our mission. We believe that a united global movement has the power to end the injustice of poverty.  If you do too, join us.

**Specific Areas of Responsibility:**

* Manages the Secretary General’s schedule and organizes and coordinates relevant briefing or background material for meetings.
* Screens and prioritizes incoming correspondence and messages, responding to extensive and diverse inquiries, liaising with others in the Secretariat and across the Confederation, and making decisions when multiple courses of actions are required.
* Coordinates and manages the preparation of the Board agenda and Board papers, formatting and assembling of documents, taking minutes, tracking action items arising to completion and maintaining detailed records.
* Organizes internal executive and senior management meetings, including agenda preparation, documentation, tracking of action items and minutes.
* Prepares correspondence, reports, presentations and research, using standardised formatting of documentation.
* Monitors and follows up on issues related to the Secretary General’s function and ensures that relevant staff members are informed. Handles sensitive and confidential information. Ensures timely submission and review of briefing materials and appropriate follow-up actions, making sure materials are presented to the Secretary General for review prior to meetings.
* Initiates and coordinates all aspects of the Secretary General’s travel schedule (i.e., ticket and hotel reservations, visa requests, etc.) including coordinating the travel and protocol needs of the Secretary General while travelling.
* Drafts correspondence and ensures adherence to administrative guidelines and overall quality of outputs requiring the Secretary General’s signature.
* Establishes and maintains relevant files and databases.
* Serves as the first point of contact and liaison with an extensive network of contacts at senior levels, both internally and externally. Establishes and maintains an effective network of contacts both across the Confederation and externally.
* Leads the organization of high level events such as meetings and workshops and high level visits, including meeting logisictics, travel arrangments, preparation of agenda and papers, formatting and assembling of documents, taking minutes, tracking action items arising to completion and maintaining detailed records.
* Acts as a role model, promoting collaboration, and quality work.
* Monitors CARE Information e-mail account and complaints line, ensuring appropriate responses and follow-up as required.
* Supports follow-up and co-ordination of projects and initiatives undertaken within the CI Secretariat, as directed by the Secretary General.
* Provides back-up assistance to other Administration Assistants as and when required.

**Key Contacts:**

**Internal:**

* Secretary General
* Deputy Secretary General
* Executive and Senior Maagement teams’ members
* All staff

**External:**

* National Directors
* Supervisory Board and Council members
* Heads and high-ranking officials of other organisaions and diplomatic missions
* Executive and administration assistants in similar organisations

**Qualifications and Experience:**

* Relevant vocational or tertiary academic qualifications.
* Previous Executive Assistant experience at a senior level.

**Required Competencies:**

* Excelent oral and written English. French an advantage.
* First-class communication, client facing, and relationship management skills focused on a customer service approach.
* Exceptional attention to detail, strong writing, editing and proofreading abilities.
* Ability to work independently with limited supervision.
* Advanced computer skills (Word, Excel, PowerPoint, Visio, Outlook).
* Meticulous, precise and rigorous and service orient.

CARE offers the chance to work with a great team and make a difference to the world. In addition to a competitive salary, we offer generous holiday benefits and substantial pension contributions to the successful candidate.

CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants’ previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant’s employment with that employer.

By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.

**How to apply**

Interested and qualified candidates should submit their **CVs and a covering letter of interest** **in English to cirecruitment@careinternational.org by 13 January 2019**. Only short-listed candidates will be contacted.

More Information on CARE International is available at [www.care-international.org](http://www.care-international.org).

***CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.***