

Job Title	PERSONAL ASSISTANT
Reports to	CHIEF EXECUTIVE OFFICER
Grade	NACC 4
Department	CHIEF EXECUTIVE OFFICE
Business Purpose/Objective	Responsible for providing effective confidential and public relations services to the office of the Chief Executive Officer. Specific duties include preparing correspondence, providing information to staff and stakeholders, scheduling appointments to ensure efficient and effective progress in all commitments.
Core Working Relationships	Head, Legal Services, Deputy Directors, Board Members and Ministry of Health liaison officers
Accountabilities (Responsibilities)	
	<ul style="list-style-type: none"> • Maintain efficient and effective communication channels between the Office of the Chief Executive Officer; the Council Chairperson; Council members; other departments and external customers to ensure professional interface and superior customer service • Maintain the Chief Executive Officer’s calendar and schedule of appointments, screen requests for meetings, synchronize office and personal diaries to ensure that appointments do not overlap. • Coordinate the preparation of both local and international itineraries for the Chief Executive Officer; confirm travel bookings, freight and hotel reservations • In charge of the preparation of board agenda documents and circulation • Coordination of logistics and administrative support towards organization of meetings convened by the Chief Executive Officer • Plan and manage special assignments • Draft routine correspondence and reports; proofread a wide variety of general reports, letters, and memos and independently compose correspondence on routine administrative matters • Handle routine matters personally and determine and forward priority matters to the Chief Executive Officer or appropriate officers accordingly • Handle enquiries and complaints, brief the Chief Executive Officer of sticky and unresolved issues requiring prompt decision-making to ensure customer satisfaction • monitor and control office expenditure • Attend meetings; take notes or minutes as per the Chief Executive Officer’s instructions
Educational	<ul style="list-style-type: none"> • Must possess a Master’s degree in either Public Health, Epidemiology, Law, Social Sciences, Business Management, Public Administration, Public Relations, Communication or any other relevant degree. • Must have a Bachelor’s Degree in relevant field. • Applicants who demonstrate High level Proficiency in Computer keyboard operations and transcription skills shall be accorded an added advantage.

Experience	<ul style="list-style-type: none">• Minimum seven (7) years relevant experience gained in providing support to top executive and senior management
Key competencies	<ul style="list-style-type: none">• Considerable tact and poise including excellent communication and interpersonal skills and the ability to establish and maintain good working relationships with people from diverse backgrounds.• Ability to maintain excellent public relations through courteous responses to inquiries and provide information within scope of responsibility.• Effective time management skills and the ability to priorities workloads and work within tight deadlines.• Ability to maintain confidentiality of privileged information and to ensure absolute discretion and sensitivity to confidential matters.• Ability to produce consistently high-quality work in an intensely pressurized office environment.• Ability to perform a variety of important sometimes urgent, confidential, and complex tasks with constantly changing priorities for top executives.