

# Usawa Job Description

<b>Job Title:</b>	Executive Assistant
<b>Salary Grade:</b>	4
<b>Reports to:</b>	Executive Director
<b>Supervises:</b>	Usually none
<b>Location:</b>	Nairobi, Kenya
<b>Start Date:</b>	1 July 2020

## **Overall Responsibility:**

You will prepare, manage, administer and keep track of all contracts at Usawa on behalf of the Executive Director in accordance with Policies and the highest standards of quality, integrity and transparency. You will also support the Executive Director to effectively undertake his/her responsibilities and tasks.

## **Specific Responsibilities:**

### **Contracts Administrator**

1. Become thoroughly familiar with all matters related to contracts at Usawa, including policies, standards, workflows, systems, authorization levels, filing, tracking, management, and legal issues; so as to serve as an expert resource to all others within the organization.
2. Develop checklists so as to be able to systematically assess all requirements are met, and help promote understanding of contracts across Usawa.
3. Review contract inputs submitted by Directors to ensure consistency with all quality standards and requirements; if not provide guidance to how respective unit directors can meet standards.
4. Prepare final contracts in accordance with standards in a timely manner, taking care to ensure accuracy, particularly in relation to sensitive areas. For complex contracts and upon the guidance of the Executive Director liaise with legal counsel.
5. Manage process of contract signing by all parties (including witnesses) to ensure it is fully executed.
6. Ensure all contracts are provided a number and recorded in the register set for the purpose and carefully, promptly and securely filed in both physical and electronic files maintained at the Executive Director's office, and are easily and quickly accessible when needed.
7. Maintain an up to date real-time dashboard of the status of each contract in Salesforce, including timely reporting, and implement effective systems to trigger reminders and warnings for compliance.
8. Prepare weekly and monthly reports showing the health of contract administration, highlighting timely compliance as well as issues that need attention. Work with respective units to undertake close follow up where contract reporting is slipping.
9. Ensure each contract is formally 'closed' upon completion or termination and all applicable requirements having been met.
10. From time to time review progress and compliance, learn lessons and improve practice, and identify problems and make suggestions to the Executive Director on how to improve contracts administration.

### **Executive Assistant**

1. Manage the Executive Director's schedule and workload; support the Executive Director to be 'on top of' his/her tasks including meetings and work travel.
2. Manage information and communication flow between the Executive Director's office and staff and external parties, including correspondence, telephone and visitors.

3. Support the Executive Director in relation to his/her leadership of the senior management team functions and communication, including preparations for monthly SMT meetings and weekly brief updates, as well as preparation for weekly Idea Huddles.
4. Assist the Executive Director to prepare well for Board and donor meetings, including ensuring that Board meetings, logistics and papers are well prepared on time.
5. Review and scrutinize key documents, correspondence and management reports reaching the Executive Director for quality, accuracy and compliance with policies and systems and advise accordingly.
6. Draft letters and undertake basic correspondence on behalf of the Executive Director. Systematically review policy and procedures compliance at Usawa, including by undertaking spot checks at the direction of the Executive Director. Ensure files and documentation (physical and electronic) for Executive Director's office are well organized and completed on time.
7. Support other Directors and senior staff upon request of the Executive Director. Building record-keeping system to track donor interactions and gifts, [including through managing donor database]
8. Helping with foundation submission and reporting requirements, including finalizing proposals and reports, and tracking reporting and renewal deadlines.
9. Carrying out foundation research
10. Advise and support the Executive Director on other work related issues as needed.

**General Responsibilities:**

1. Successfully implement above responsibilities and assigned activities in work plans and budgets, consistent with Usawa Policies.
2. Contribute effectively to planning, monitoring, reporting and information dissemination of Usawa surveys.
3. Collaborate with Usawa staff across units and countries in a spirit of mutual respect and cooperation to get things done.
4. Communicate your work through active use of internal platform (SalesForce), electronic calendar (Gcal) and being accessible on electronic chat (Skype) as per Usawa requirements.
5. Participate actively in organization-wide learning and other joint activities.
6. Comply with and foster adherence to the established Usawa values, policies, regulations, guidelines and procedures.
7. Undertake any other lawful tasks as may be assigned by your Supervisor.

**Core Qualifications:**

1. Bachelor's degree in Education, Social Sciences or Business studies. An advanced degree will be an added advantage.
2. At least two years' experience appropriate to the responsibilities stated above.
3. Reasonable understanding of Uwezo work, preferably experience in working with Uwezo Kenya
4. Excellent interpersonal, organizational, reporting and management skills. Great communication skills, oral and written, with keen attention to detail.
5. Excellent time management skills, ability to work under pressure and deliver accurate results quickly.
6. Expertise and care in handling priorities and deadlines. High level of professionalism and confidence
7. Ability to be discreet and safeguard confidentiality.
8. Interest in civil society and/or nonprofit management
9. Ability to conduct research for articles, speeches, reports, grant proposals Ability to write well for diverse audiences
10. Proficiency in MS Office including Word, Excel, and PowerPoint, as well as Google docs