

# JOB VACANCY

## EXECUTIVE ASSISTANT TO COUNTRY DIRECTOR

<b>Job Title</b>	Executive Assistant to Country Director (1 Position)	<b>Probation Period</b>	3 Months
<b>Location</b>	Nairobi	<b>No. of Direct Reports</b>	0
<b>Reporting to</b>	Country Director	<b>Budget Responsibilities (Y/N)</b>	N

MSI Reproductive Choices Kenya (MSIK) has been operational in Kenya for 40 years. It is the largest provider of family planning services and offers life-saving and life-enhancing services to men and women of all ages through a range of sexual and reproductive health service through its own clinic outlets, a network of franchise outlets, and the marketing of RH commodities. In addition, MSI Reproductive Choices Kenya has an MCH 24 bed nursing home in Nairobi.

This role provides vital support in the Country Director's office. The job holder provides comprehensive administrative, logistical, communication and technical support to the Country Director and Country Management Team (CMT).

The primary responsibility of this role is to further MSIK's Goal of **MAKING CHOICE A REALITY FOR EVERYONE**, and its dedication to providing high-quality, affordable sexual and reproductive health (SRH) services, and empowering individuals to make informed choices about their reproductive health.

The post holder commits to and is held accountable to MSI global core values:

<b>Mission Driven</b>	<b>Client Centered</b>	<b>Accountable</b>	<b>Courageous</b>	<b>Resilient</b>	<b>Inclusive</b>
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### Key Responsibilities

#### **Provide efficient administration and communication support to the CD's office**

- Maintain the Country Director's diary and itinerary to facilitate his/her work plan and to avoid overlapping of tasks/events
- Coordinate meetings for the Country Director and meetings with CMT to avoid conflict of dates and events
- Take minutes for CMT and other meetings as instructed and track action points
- Ensure relevant reports, agenda and other information is provided and communicated to various levels of management
- Track and monitor the Country Director's departmental budget
- Coordinate any external events or conferences as requested by the Country Director
- Coordinate documentation to the Country Director's office requiring approval
- Maintain files related to the Board and all governance issues in conjunction with the Director People and Development
- Support responses in writing to any correspondences relating to policy and sensitive matters.

### **Provide logistical and technical support to the Country Director**

- Manage the Country Director's travel itinerary (visa, hotel, flights etc) and ensure that all expenses related to the travel are processed
- Account for and surrender imprest granted to the Country Director's office
- Coordinate logistics for seminars and conferences as instructed by the Country Director
- Conduct research for reports, briefings and correspondence for presentation as instructed by the Country Director
- Reconciliation of the Country Director's monthly credit card statement and travel requisitions for submission to finance department

### **Maintain interactions with internal and external stakeholders**

- First point of contact of the Country Director in his/her absence, assessing priorities and redirecting mail as necessary
- Manage correspondence between donors, partners, other stakeholders and the Country Director ensuring that good public relations is maintained
- Promote cooperate image by professionally representing the Country Director internally and externally and consistently exhibiting the attributes of MSIK as an organization
- Representing in forum and meetings with affiliates for which the Country Director is a member.
- Develop a database of key contacts.

### **Provide technical and administrative support to the Board of Directors**

- Coordinate with the company secretary to ensure compliance with the Public Benefit Organizations Regulatory Authority, Registrar of Companies and other statutory/regulatory bodies.
- Ensure board minutes are signed off.
- Share annual board reports with the Public Benefit Organizations Regulatory Authority, Registrar of Companies and all other required statutory/regulatory bodies.
- Coordinate board meetings to avoid conflict of dates and events.
- Prepare confidential and sensitive documents/reports for the board for flow of information.
- Book and coordinate board travel itinerary as applicable both local and international and ensure that all expenses related to the trips are processed and surrendered.
- Maintain a proper record keeping of all board related correspondence and minutes.
- Support the Country Director by responding to enquiries from Board Members ensuring exceptional experience.
- Seamless coordination with CMT members to ensure board reports are submitted on time.
- Support the Board, Country Director and CMT members as required to respond to governance matters, implement and maintain governance best practices and compliance.
- Lead preparations for board meetings including preparing agendas, assembling and circulating board reports, recording action items and monitoring action items.
- Support the Country Director in post board meeting communication and implementation, including monitoring the implementation of resolutions and action items as agreed with the Country Director.
- Any other applicable duties that may be assigned.

## Knowledge skills and attitude

### Qualifications:

- Bachelor's Degree in Business Administration, Social Sciences, Human Resources or related field
- Masters Degree will be an added advantage

### Skills and Experience:

- At least 5 years' experience in a similar administrative role
- Knowledge of project work
- Excellent interpersonal/communication skills – both oral and written
- Excellent analytical and organizational skills
- Proven ability to interpret verbal, written and numerical data
- Proven ability to “sell” ideas and concepts
- Negotiation skills
- Content design skills

### Attitude / Motivation:

Successful performance at MSIK is not simply defined in terms of ‘what’ people achieve, but equally is about ‘how’ people go about their jobs and the impact that they have on others. There are 13 key behaviours that MSIK encourages in all employees, and they are defined below:

- **Initiative**  
Thinking ahead and taking action to make the most of opportunities by finding the optimum solution
- **Innovative**  
Thinking creatively and outside of the box so that ideas generated create a positive outcome
- **Effective Communication**  
Communicating through active listening and good questioning techniques, using appropriate body language, ensuring information is clear and concise.
- **Responsive**  
Being responsive to changing priorities and demands
- **Working Efficiently**  
Planning, prioritising and organising work to ensure work is accurate and deadlines are met
- **Sharing Information**  
Sharing information and knowledge whilst maintaining confidentiality
- **Focus on Learning**  
Taking responsibility for keeping knowledge and skills updated and for seeking opportunities to develop further
- **Commitment**  
Awareness and understanding of goals, vision and values and how your role impacts on this and going the extra mile to meet role requirements

- **Driven**  
Drive and determination to deliver results
- **Accountable**  
Taking responsibility for appropriate decisions that you make, and the actions and behaviour you demonstrate
- **Embracing Change**  
Openness to embracing change within the organisation and being able to adjust plans/activities accordingly
- **Motivated**  
Motivation towards achieving quality results to maximise potential
- **Team Player**  
Working as part of a team by being supportive, flexible and showing respect for each other

### How To Apply

**Suitable and qualified internal and external candidates** should fill in his/her details via <https://hcm.mariestopes.or.ke/recruitment.jsp?view=1:0> and email one document combining an application letter and CV to [pd@mariestopes.or.ke](mailto:pd@mariestopes.or.ke). The subject of the email should read **Executive Assistant to Country Director**. Applications will be reviewed on a rolling basis, and the position will remain open until a suitable candidate is selected and the role is filled. **Do not attach** certificates and testimonials.

MSI Reproductive Choices Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults.