Executive Assistant

ROLE SUMMARY

The **Executive Assistant** provides strategic, executive, governance, and institutional support to the Executive Director to advance PEF's strategy, strengthen organizational governance, and ensure effective coordination and follow-through on institutional priorities.

The role serves as a central coordination and monitoring function within the Executive Office, supporting alignment of organizational actions with approved strategies, policies, governance decisions, standards, and institutional commitments.

QUALIFICATIONS

Education

- Bachelor's degree in Business Administration, Management, Public Administration, Communications, Development Studies, or a related field. A relevant postgraduate qualification is an advantage.

Experience

- At least seven years of relevant experience in executive support, strategic planning, governance, compliance, organizational coordination, or related functions.
- Demonstrated experience supporting senior executives, management teams, Boards, or governance bodies.
- Strong capabilities in institutional coordination, executive and governance documentation, information consolidation, commitment tracking, and confidential information management.
- Experience in policy, risk management, internal controls, quality assurance, or organizational improvement is an advantage, particularly in nonprofit or development organization.

DUTIES AND RESPONSIBILITIES

Executive & Strategic Coordination

- Coordinate the organizational strategic planning and related strategy review and direction-setting under the Executive Office.
- Support the Executive Director in translating approved institutional strategies and priorities into coordinated actions, milestones, and management follow-through.
- Monitor strategic and cross-functional commitments requiring Executive Office attention and facilitate timely follow-through by responsible units.
- Provide executive-level briefs, management analyses, presentations, and decision materials based on consolidated information from relevant functions.
- Track and synthesize significant strategic decisions, commitments, and actions to support Executive Director oversight and decision-making.

DUTIES AND RESPONSIBILITIES

- Provide secretarial and administrative support to the Executive Director, including calendar and institutional schedule management, drafting of correspondence and speeches, preparation of briefing materials and research, development of presentations as instructed, and preparation and monitoring of budgets for governance, institutional planning, and meetings.

Governance & Board Support

- Coordinate institutional processes related to the Board of Trustees and Board Committees, including the preparation, review, routing, and submission of governance materials.
- Maintain consolidated monitoring of Board decisions, directives, resolutions, and related management commitments, and facilitate appropriate follow-through.
- Monitor governance calendars, reporting requirements, and approved actions and flag significant delays, gaps, or matters requiring Executive Office attention.
- Support institutional follow-through on matters arising from Board and Committee discussions and decisions.
- Oversee the development, review, updating, and monitoring of institutional and program policies and procedures.
- Assist the Corporate Secretary on governance-related matters when delegated by the Executive Director or Corporate Secretary.

Compliance and Risk Monitoring

- Coordinate institutional monitoring of adherence to approved policies, procedures, management decisions, governance requirements, and strategic commitments.
- Maintain consolidated information on significant compliance gaps, corrective actions, improvement commitments, institutional risks, and control issues requiring Executive Office attention.
- Coordinate with relevant units and Internal Audit on compliance, control, audit, and review matters requiring management action, while maintaining clear separation from their respective technical and assurance mandates.
- Provide management with timely information on recurring compliance issues, significant unresolved risks, and emerging organizational concerns, and facilitate appropriate escalation and follow-through.
- Coordinate with relevant units in monitoring and facilitating the timely submission of statutory, accreditation, and registration requirements applications to the Foundation and its subsidiaries.

Organizational Learning & Continuous Improvement

- Support organizational learning and continuous improvement by consolidating lessons, recurring issues, and improvement opportunities arising from implementation, monitoring, reviews, and governance processes.
- Facilitate the integration of relevant monitoring findings, institutional lessons, and management responses into management discussions and organizational improvement processes.

DUTIES AND RESPONSIBILITIES

- Lead or participate in agile teams being created for specific engagements. endorsed by the Executive Director and support organizational readiness for approved changes in strategy, systems, policies, and operating processes. If team leader, evaluate team performance.

Executive Office Information & Decision Management

- Manage the organization and availability of information required for Executive Director action, ensuring that significant decisions, commitments, risks, and action points are appropriately recorded and readily accessible.
- Maintain appropriate dashboards, trackers, and executive monitoring tools to support oversight of institutional priorities, commitments, risks, and actions.
- Safeguard the accuracy, integrity, confidentiality, and appropriate use of executive and governance information.