Join CIFOR-ICRAF and make a difference!

Executive Assistant to the Director General (Ref. No. 202413)

CIFOR-ICRAF brings more than 75 years of experience in harnessing the power of trees, forests, and agroforestry landscapes to address the most pressing global challenges of our time – biodiversity loss, climate change, food security, livelihoods, and inequity. It has partnerships in 64 countries, 159 funding partners and 192 active projects, alongside more than 2,200 completed projects across 92 nations. The organisation has an annual budget of USD 100 million, and a combined legacy investment of USD 2 billion in research and technology, policy, and development. On average, CIFOR-ICRAF research is cited nearly 137 times a day and appears in global media more than 3,000 times per year. CIFOR and ICRAF merged in 2019 and are both international organizations and CGIAR Research Centres. Learn more at cifor-icraf.org.

CIFOR-ICRAF is looking for a:
Executive Assistant to the Director General

Overview
The Executive Assistant to the Director General of CIFOR-ICRAF operates with a high degree of trust and confidentiality to provide effective and efficient support to the DIRECTOR GENERAL/Director General of ICRAF and the running of the Office of the Director General.

Summary of responsibilities
1. Strategic Calendar Management:
   - Proactively manage the Director General’s calendar, prioritizing and scheduling appointments, meetings, and travel arrangements to optimize the DIRECTOR GENERAL’s time, ensuring a strategic allocation of resources to high-impact activities.
   - Oversee the receipt and response to Director-General’s official invitations.
2. Effective Communication and Liaison:
   - Act as focal point for matters affecting the Office of the Director General, including liaising with the Corporate Secretary, internal units, and external partners on protocol and administrative matters.
   - Draft and prepare correspondence and communication material, including internal communiques and letters in coordination with the Chief of Staff and COE.
3. Strategic Task Prioritization and Follow-up:
   - Prioritize tasks, follow up on action items, and manage deadlines, in collaboration with the Chief of Staff, to ensure smooth progress on projects and initiatives which optimize the Director General’s workflow and decision-making.
   - Carry out quality control functions for outgoing documents; proofread and edit texts for adherence to format, grammar, punctuation, and style.
4. Comprehensive Meeting Preparation and Facilitation:
   - Prepare thorough briefing materials, agendas, and minutes for executive meetings to ensure seamless facilitation, information flow and decision-making.
• Facilitate the development of streamlined processes and document management to optimize communication across the Director General and with key internal units, such as COE, RMU, and senior leadership.
• Attend meetings and calls on behalf of the Director General in her absence as requested.

5. Efficient Travel Coordination:
• Coordinate complex domestic and international travel arrangements, accommodations, and itineraries to optimize the Director General's travel, minimizing disruptions and ensuring efficient use of time.

Requirements
• A relevant university degree, or equivalent qualifications and experience.
• At least 3 years of professional experience relevant to the above tasks in an international working environment.
• Excellent and demonstrated command of English, both written and spoken, is required; knowledge of French and/or Spanish is an advantage.
• Strong computer skills in Microsoft Office.

Personal attributes and competencies:
• Important personal qualities include personal maturity, high level of integrity, diplomacy, good judgement, and strong commitment to confidentiality as well as accuracy, proactivity, ability to work independently in a structured way managing multiple priorities. Readiness to voice suggestions how to change/improve processes.
• High degree of service orientation, courtesy, tact, discretion, ability to collaborate with different professional categories and people of different national and cultural backgrounds and flexibility to respond to changing requirements.
• Good communication skills.
• Ability to travel, if necessary.

Terms and conditions
• This is a Locally Recruited position. CIFOR-ICRAF offers competitive remuneration in local currency commensurate with skills and experience.
• The duty station will be in Nairobi, Kenya CIFOR-ICRAF Offices.

Application process
Go to http://worldagroforestry.org/working-for-icraf/vacancies
• A cover letter illustrating your suitability for the position against the listed requirements and salary expectations,
• A detailed and updated curriculum vitae,
• The names and addresses of three referees, including telephone and email addresses.
• The application deadline is 25 March 2024.
• We will acknowledge all applications but will only contact short-listed candidates.

CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence.