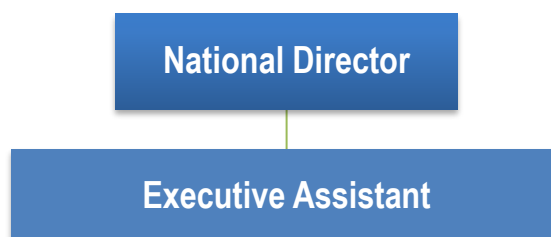


Position Name (Title) :	Executive Assistant	Position Level:	9
Reporting to (Title) :	National Director	No. of Direct Reporters:	N/A
Version:	1	Sector /Department/Section :	CARE Egypt Foundation

Position Reporting Lines



Main Job Purpose

Executive assistance and support to the National Director (ND) and act as the focal point between the BoT, ND and SMT to ensure the proper follow up and quality implementation of assigned tasks and responsibilities.

Overall Objectives

- Support the ND in the preparation of the BoT meetings’ agenda items, prepare the required actions list, follow up with the relevant teams to ensure proper understanding of their tasks and proper & quality implementation.
- Provide the required support to the SMT members with regards to preparation of the required reports, summaries...etc. to be shared with the BoT.
- Provide the first look, review and quality check of the submitted documents/reports to the BoT and guide the relevant team members to amend/edit/change.
- Fully responsible for the BoT meetings and events, including but not limited to logistics, venue, attendees, travel.... etc.
- Maintain and regularly update the foundations projects, partnerships database and provide regular reporting to the BoT and SMTs.

Accountabilities

- I- Complete a broad variety of Administrative tasks related to ND**
- Support the ND in the preparation of the BoT agenda items, prepare the required actions list, follow up with the relevant teams to ensure proper understanding of their tasks and proper and quality implementation.
 - Attend all Board, SMT, ELT & Staff meetings. Prepare and distribute background materials as needed, take minutes when needed, finalize and distribute final approved minutes and report on proceedings to absent members, as requested.
 - Provide the required support to the SMT members with regards to preparation of the required reports, summaries...etc. to be shared with the BoT.

- Provide the first look, review and quality check of the submitted documents/reports to the BOT and guide the relevant team members to amend/edit/change.
- Prepare briefs, reports and presentations needed by CD.
- Maintain and regularly update the foundation projects, partnerships database and provide regular reporting to the BOT and SMTs.

II- Support for Information

- Maintain and upload all documents of meetings, action plans, and deadlines in one place accessible to all staff ... (for example on Teams or SharePoint)
- Alert all managers prior to deadlines of action points raised during senior management meetings.
- Collecting monthly reports from ND subordinates and consolidate them in one document to check and follow up the progress of action points fulfilment.

III- Support for Meetings, Conferences and events

- Support ND and BoT in all domestic and international travels to maintain smooth operation of their duties.
- Custody of petty cash to ensure timely payment of urgent expenses related to CEF
- Coordinate, arrange and follow up on all logistics for international visitors to the organization to guarantee successful and efficient schedule implementation.
- Fully responsible for the BoT meetings and events including but not limited to: logistics, venue, attendees, travel... etc.
- Arrange all logistics for organization-level meetings, document meeting minutes and follow up on action points of all meetings to ensure being always on track.
- Prepare accurate financial requests related to expenses of ND, Treasurer, BoTs, and follow up to ensure timely payments.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • National Director • BOT • Treasurer • Secretary General • Program Directors • Program staff • Program support staff • 	<ul style="list-style-type: none"> • CARE International • International Events organizers • International/Domestic visitors • RMU staff • SS Regional Advisor • SS group members

Working Environment

The position follows the normal working environment of the organization.

Indoor: 95 %

Outdoor: 5 %

Working Hazard: N/A

Working Days: 5 days

Days Off: 2 days/ week

Working Hours: 7.30 AM to 3.30 PM

Position Dimensions

POSITION DIMENSION	
Level of Authority	Judgement After Referring to Supervisor
Budget Control	Administering a Budget for a Supporting Function
Budget Amount	Less than 10,000 EGP
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact the Organization

Job Requirements

Education:	University Degree in Commerce, Education, Arts, Languages or any other relevant field
Experience:	5 years of experience
Computer Skills	MS Office, Internet searching skills
Languages:	<ul style="list-style-type: none"> • English • Arabic

Reports

- Regular reports to Ministry of Social Solidarity

Signatures

		Date
Employee		
Manager		
Human Resources		