

Helen Keller JOB ANNOUNCEMENT

Executive Assistant (Dakar, Senegal)

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

We are looking for an **Executive Assistant** to provide high-level administrative and logistical support to the Chief Program Officer (CPO), his Program leadership team and direct reports.

The Executive Assistant will streamline the workload of the CPO and Program leadership by scheduling meetings and maintaining calendars, arranging all aspects of travel, coordinating and facilitating meeting logistics; preparing materials for internal and external meetings and events; attending internal meetings; and implementing day-to-day operational tasks such as processing and monitoring expenses. The Executive Assistant will facilitate information flow among all the above parties and relevant global staff and key external partners and assist in cross-functional projects that involve multiple departments.

This fast-paced position will require someone with a service mindset who is adept at managing multiple work streams simultaneously. This position requires strong organizational abilities, a high level of attention to detail, and flexibility to move from project to project. This position will require someone who is able to collaborate across departments and maintain diplomacy and confidentiality.

The position will be based in the Dakar, Senegal office and is a local hire.

Key Responsibilities

- Coordinate calendars for the CPO and their team: schedule meetings and appointments with internal and external stakeholders, ensuring availability of all parties. Anticipate need to re-schedule standing appointments to accommodate travel, external meetings and/or special events.
- Coordinate with Executive Office to integrate planning with Board schedules and organization-wide commitments.
- Support CPO by flagging urgent matters, and emails requiring responses.
- When CPO is on travel duty, act as primary point of contact to facilitate communications.
- Research options and make travel arrangements for the CPO and assigned staff: book flights and hotel accommodations in accordance with organization's policies and guidelines; prepare, facilitate and track visa applications, as required; prepare itineraries and support other travel logistics, as needed.
- Share out travel plans with relevant staff and anticipate impact on scheduling.
- Gather and organize materials from multiple stakeholders for meetings, projects, and events, and keep the process on track for timely distribution.
 - Coordinate process by preparing ticklers and checklists; keeping all stakeholders apprised of the schedule; tracking receipt; and sending reminders.
 - Format materials, as needed, and collate in PDF binders.

- Coordinate the logistics of meetings as assigned, as well as occasional team dinners, retreats, and other events.
 - Schedule and set up virtual and/or physical meeting rooms with appropriate seating arrangements;
 - Distribute materials before and after meetings;
 - Arrange catering as needed;
 - Liaise with Information Technology team and help set up audio visual equipment for in-person meetings;
 - Troubleshoot technical issues related to virtual meeting rooms; and
 - Attend meetings and circulate approved minutes, as assigned. Track completion of action items on behalf of CPO.
- Prepare and reconcile monthly expense reimbursements, credit card reports, travel expense reports and invoices for the CPO and the program leadership team.
- Organize and maintain hard and virtual file systems for CPO and assigned staff. Integrate with Executive Management Team file structures and Information Systems guidelines. Ensure confidentiality and security of sensitive information.
- Continuously look for ways to improve efficiency of day-to-day tasks.
- Special projects and other duties, as assigned.

Qualifications & competencies

- Minimum of a Bachelor's degree plus 3-5 years directly relevant administrative experience, or equivalent combination of education and experience.
- Experience:
 - in an international organization and/or in a non-profit setting;
 - liaising with senior staff, coordinating related meetings, and taking minutes; and
 - planning and supporting all aspects of international travel.
- Outstanding time management and organizational skills including keen attention to detail with ability to handle multiple responsibilities simultaneously combined with flexibility to adapt to changing priorities and deadlines.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Excellent written and verbal English language communication skills required including ability to:
 - draft professional correspondence and prepare reports.
 - Effectively respond to questions from groups of managers, partner organizations, and donors; and
 - Synthesize complex and sensitive material and record information accurately and appropriately.
- Proficiency in French is an asset.
- Excellent computer literacy including hands-on knowledge of:
 - Microsoft Office, including Outlook, Word, Excel, and SharePoint Sites, or equivalent;
 - Using spreadsheets to track and analyze information;
 - Navigating and using the Internet effectively;
 - Online scheduling polls and survey platforms (i.e., survey monkey, doodle poll etc.); and
 - Willingness and ability to learn new software.
- Ability to maintain in-house data repositories to facilitate information sharing that incorporate searchable documents and calendars.

- Excellent interpersonal skills including active listening skills, discretion and confidentiality when handling sensitive information, and ability to communicate effectively across cultures,
- Ability and willingness to work under pressure with a positive attitude, as a part of a global team. Collaborative, flexible and solution oriented.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Commitment to Helen Keller's mission and goals and the values embodied by our co-founder: compassion, rigor; grit/courage, and integrity.
- Ability and willingness to work flexible hours to accommodate multiple time zones.

To Apply

Qualified candidates should submit a cover letter and resume to recrutementhkisenegal@hki.org. Applications will be accepted until the position is filled.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.

All qualified candidates will be considered for employment regardless of ethnicity, race, caste, colour, religion, sex, national origin, age, disability, or any other characteristic that does not affect the ability to perform the required duties.

We are committed to providing reasonable accommodation for people with disabilities. If you are a qualified person with a disability and need to request accommodation during the job application or interview process, please contact us at the email address above or by phone: +221 33 869 10 63.

HELEN KELLER INTL DOES NOT:

- *CHARGE ANY FEES DURING ANY PART OF THE RECRUITMENT PROCESS (JOB APPLICATION, TESTING, INTERVIEWS, FILE PROCESSING OR TRAINING);*
- *REQUEST INFORMATION ON CANDIDATES' BANK ACCOUNTS; or*
- *RECRUIT THROUGH A RECRUITMENT AGENCY.*