

Role Description – Temporary Assignment

**EXECUTIVE ASSISTANT
FOR THE SUPPLY OPERATIONS DEPARTMENT - 100%
(STARTING ASAP - ENDING DECEMBER 2022)**

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1. The Global Fund

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

More information about The Global Fund on www.theglobalfund.org

2. Rôle description

Key Responsibilities

Reporting to the Department's Head, the executive assistant will:

- Be responsible for time schedule and management on behalf of the Department's Head to include effective prioritizing and resolving related conflicts and competing demands;
- Provide substantial support to the Department's Head including proactive preparation and coordination of briefings for meetings, coordinate follow-up actions;
- Serve as first point of contact and liaison with clients and officials both inside and outside the Secretariat; Effectively provide general research support and utilizes all relevant computer software to retrieve, maintain and manipulate data as needed;
- Ensures quality of documents requiring the approval and/or signature of the Department's Head;
- Keeps others informed by providing relevant information, reports or status updates; Supports and works collaboratively with members of the immediate work team as well as with others in diverse work groups/teams/task forces, across the Secretariat & OIG office;
- Accountable for the smooth operation of the office support work and related systems within the Office and assuming primary responsibility for organizing and coordinating workflows;
- Works with the highest level of discretion in providing wide-ranging executive assistance support, setting and managing priorities and the workflow of the Department's Head, as well as administrative coordination within the Department;
- Routinely involved in relaying/processing/handling information of the most sensitive, diverse and confidential nature.

Subject to change by the Executive Director at any time at his sole discretion.

3. Candidate profile

Qualifications:

Essential:

Educated to Bachelor's degree level or equivalent in appropriate subject area

Desirable:

Certification in executive/office management or secretarial qualifications from a recognized institution.

Experience Skills

Essential:

- More than five years' work experience at a similar level in a culturally diverse organization.
- Demonstrable ability to adapt quickly and gain an understanding of the requirements of a Department's Head/ senior executive, the Division and the Organisation.
- Ability to quickly build and maintain trust and confidence. Proven ability to work effectively in a team oriented, multi-cultural environment with the flexibility to positively adapt to a variety of individuals and situations.
- Proven ability to respond appropriately and deal effectively with diverse situations that require good judgment, tact and diplomacy.
- Extremely well developed interpersonal skills with the ability to interact with an extensive network of contacts at senior levels both internally and externally.
- Applies the same level of courtesy to individuals at all levels throughout the organization.
- Demonstrable ability to meet frequently changing business needs with competing activities and demands.
- Able to provide the full range of executive services required by the Department's Head

Desirable:

- Working experience within a large multi-national organization.
- Knowledge of the Global Fund, its culture, policies and procedures would be an advantage.

Technical Competencies:

- Advanced proficiency in Microsoft Office suite: Word/Excel/PowerPoint/MS Outlook.
- Ability to set up, maintain and improve data management and document retrieval.
- Demonstrable skills in organizing, prioritizing, scheduling, planning and co-ordinating work and other activities within and outside the organization.

Languages:

An excellent knowledge of English and preferably a good working knowledge of French.
Knowledge of other languages would be an asset.

4. Application

Referring to the exact name of the above mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: cv.tgf@procadres.com
