



### JOB DESCRIPTION

<b>Name:</b>	<b>Position Title: EXECUTIVE ASSISTANT</b>
<b>Department: Chairman's Office</b>	<b>Reports to: Chairman</b>
<b>Direct Reports:</b>	<b>Location: NHQ</b>
<b>Purpose Statement</b>	
Provide administrative and operational support as well as other tasks for the Office of the Chairman.	
<b>Key Result Area:</b>	<b>Duties and Responsibilities:</b>
A. Operational support	<ul style="list-style-type: none"> <li>● Provides the Chairman information and analysis for decision making through completed staff work</li> <li>● Provides briefers for the Chairman on important services of the organization</li> <li>● Oversee daily operations through collaboration with senior management and executive staff</li> </ul>
B. Project management	<ul style="list-style-type: none"> <li>● Oversees projects from development through implementation under the guidance of the Chairman and the Secretary General</li> <li>● Ensures that projects of the Chairman are implemented based on approved concept and timeline</li> <li>● Prepares project documents such as correspondences, concept notes, timeline, etc.</li> <li>● Coordinates and monitors activities of the project and ensures timely flow of information to and from the Chairman</li> <li>● Manages and reviews internal and external communications of the Chairman relative to projects implemented</li> <li>● Coordinates with external and internal stakeholders essential for project implementation</li> <li>● Does researches on issues or topics related to the project, disasters and other issues as needed</li> <li>● Regularly submits reports to the Chairman projects monitored</li> </ul>