

EXECUTIVE ASSISTANT

OXFAM IN AFRICA (OIA)

JOB DETAILS

LOCATION: Flexible in Africa Region. Any country where Oxfam has a country office, subject to being able to establish a contract of employment directly or via hosting affiliate

CONTRACT TYPE:
Fixed-term for four years

INTERNAL JOB GRADE: D1

DEPARTMENT and TEAM
Oxfam in Africa and Director's and Deputy Director's office

SALARY:
National pay range.

HOURS (FTE): Full Time (subject to location)

FLEXIBLE WORKING

We believe flexible working is key to building the Africa Platform of the future, so we're open to talking through the type of flexible arrangements which might work for you.

COMMITMENT TO DIVERSITY AND INCLUSION

We are committed to ensuring diversity, equity, inclusion, and representation within our organization. We believe in equality of opportunity regardless of race or racial group [including colour, nationality, ethnicity, national origins], religion or belief, age, disability, sexual orientation, gender identity, marriage and civil partnership, pregnancy, maternity, and paternity.

DEPARTMENT PURPOSE:

Oxfam in Africa (OiA) embraces all the Oxfam stakeholders' entities (countries, clusters, advocacy offices and affiliates) on the continent and seeks to enable and enhance impact through collaboration and integration. The **Africa platform** will deliver Oxfam's impact and Influence in Africa. The plural and robust leadership team will represent the different Oxfam stakeholders in the continent. It will include the Oxfam in South Africa (OZA) Executive Director (as the only affiliate currently in the continent and the new ones will be included in due time), the Country Directors, SAF Cluster Director from the programmes in Africa who will be leading on specific themes / priorities within Oxfam in Africa and the Africa Platform Senior Leadership Team (SLT). There will be collaboration with the North Africa cluster but no direct management relationship.

TEAM PURPOSE:

The Africa Platform aims for a collective leadership approach. The **Senior Leadership Team (SLT)** will be responsible for developing, implementing, and coherence of the Africa Horizon Planning. This team will ensure that the new ways of working, collaborative approach, brokering relations, and feminism principles guide the Africa Platform organisation and work in the continent. The SLT team will guarantee accountability towards 1) the people with and for whom we work, 2) partners and other external entities, 3) the OI ELT, and whatever form of Africa Governance is established as part of ongoing governance reforms as well as other internal Oxfam entities. Program impact and quality will be the responsibility of the Head of Programmes and Influence

working together with one of the Africa deputy directors, while the other Africa deputy director will also support more directly operations with the Head of Business Operations.

JOB PURPOSE:

The **Executive Assistant** will act as the first point of contact for two offices 1) the Director's and 2) one Deputy Director's with people from both inside and outside Oxfam International. S/he provides executive assistance support to the Oxfam in Africa Director and Oxfam in Africa Deputy Africa Director and deals with secretarial, logistic and administrative tasks.

Furthermore, the Executive Assistant provides coordinating and administrative support to Senior Leadership Team. S/he will support the compilation and dispatching of countries quarterly management reports.

ROLE REPORTS TO	Oxfam in Africa Director and Oxfam in Africa Deputy Director
ROLES REPORTING TO THIS POST	none
BUDGET RESPONSIBILITY	tbc

KEY RESPONSIBILITIES

Executive Assistance

- Manage the Director's and Deputy Director's diaries. This involves responding to internal (and external) requests and proactively scheduling appointments. Ensure directors have time to prepare for such meetings where required.
- Full management of the Directors' inboxes bringing forward items for attention in a timely manner. This requires development of a robust pending system and the ability to take effective decisions on prioritization.
- Handle confidential information and sensitive issues reliably.
- Manage the flow of information between the Directors, SLT and Executing Affiliate Back Offices to ensure issues are delegated appropriately; the Directors are kept briefed during absences from the office and on their return; and that the right staff are informed of issues that the Directors would want them to be kept informed of.
- Work closely with the External Relations and Comms Coordinator to manage external appointments for the Directors throughout the continent and elsewhere, including government officials, donors, media, academics.
- Develop a good understanding of the Directors' work relationships including staff, affiliates, partners and manage communication sensitively and effectively.
- Support the Directors' on travel, expense management (claims, refunds, expense returns etc) and links with the EA.

Event/meeting organization

- Ensure that the Directors are kept well informed of and respond to key events/issues (both internal and external).
- Attend, and where appropriate minute meetings, notes and action points on behalf of the Directors.
- Organize meetings for the Directors and act as a focal point for such meetings.
- Support and attend meetings and teleconferences and take minutes thereof.
- Coordinate meeting follow-up activities: communicate meeting outputs, process invoices, re-invoice affiliates as required.
- Record meeting decisions and ensure regular tracking of decisions and agreed actions; ensure that action points have been followed up by the Directors and are passed on to relevant direct reports for information or action as appropriate.
- Ensure that effective and efficient processes are implemented and managed for invoicing and meetings, and that OI standards are met.
- Type, process and file correspondence, reports and other materials.

- Maintain effective filing, archiving and record keeping systems, both paper and electronic.
- Manage information and other resources in support of effective communications and decision-making processes.
- Make suitable and efficient travel arrangements and undertake all associated administration including arranging visas, currency and follow up paperwork (e.g. expenses).
- Organise and support Oxfam in Africa to arrange meetings, including regional meetings and events.
- Support other staff by providing advice and guidance in handling organisational and administrative tasks.
- Develop and maintain the corresponding meeting pages on the OI collaborative tools (eg SharePoint, COMPASS, and/or Box) and upload documents as required.

Support the compilation and dispatching of quarterly management reports

- Receive, verify package completeness, archive and distribute countries management reports to relevant staff and audience.
- Collect and compile quarterly report feedbacks from the different reviewers and produce consolidated country feedbacks for the Directors to review and despatching to countries.

Other

- Undertake research and/or project work as specified by the Directors
- Conducting documentary and website research on specific topics or organizations as required.
- Overseeing and/or managing projects and/or processes for the Directors.
- Maintaining secure and confidential files.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our **feminist principles**, and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

- Substantial experience of providing Executive Assistant support in a similar role.

- Proven administrative experience and excellent organisational skills combined with the ability to develop, improve and maintain administrative systems.
- Proven ability to juggling multiple tasks, retaining a positive, 'can-do' attitude.
- Proven ability to analyse and synthesise large amounts of complex information and communicate it simply.
- Ability to think strategically and identify opportunities, challenges and risks.
- High levels of Project Management skills in complex environments.
- Ability to work quickly and effectively, thrive in a high-pressure environment, and be tenacious.
- Proven ability to organise, plan and prioritise work.
- Ability to work flexibly, be service-oriented and understand how to support busy people effectively and able to adapt readily to change.
- A good working knowledge of Oxfam's procedures, systems and practice with an understanding of Oxfam's strategic planning cycle.
- Proven ability to work accurately with attention to detail and to produce clear written communications, letters, reports. Expertise in producing minutes for key internal and external meetings.
- Excellent computer skills including word processing, spreadsheets and databases, and a willingness to develop new skills.
- High level of tact and diplomacy and the ability to use appropriate styles and methods of communication to ensure a professional yet personal customer service.
- Ability to handle sensitive and confidential information in a discreet and professional manner.
- Excellent written and spoken English and working knowledge of French an advantage.

The most relevant Oxfam Leadership competences for this role:

- Self-Awareness
- Agility, Complexity, and Ambiguity
- Mutual accountability

In addition:

- Judgement and initiative to: i) anticipate the Director's standard responses and preferred courses of action and ii) to identify when the Director or another member of SLT's team should deal with an issue directly or guide the response.
- Excellent interpersonal skills, proven influencing and negotiating skills at senior levels, the ability to influence across Oxfam and externally.
- The ability to travel as required to support the Director.

SAFER RECRUITMENT

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.