

**INTERNAL JOB DESCRIPTION**

**Name of employee: VACANT**

**Job Title: Executive Assistant/Aide to CEO of an International organization**

**Reports to: CEO**

**Number of subordinates:**

**Executive Assistant / Aide to CEO of an International Humanitarian organisation**

The highly energetic candidate should be unselfish and approachable with a love for precise, structured, skill-based service. A respectful, loyal and supportive individual overseeing an efficient and effective service managing the office of the CEO of an International Humanitarian organisation, producing precise, accurate work with attention to detail.

Diligent with specific knowledge of budgets and financial accountability, administration, event planning and coordination, communication with multi-levels of Board, Committee members and Stakeholders. Primarily responsible for maximizing the CEO's time and promoting a positive company image. Through your duties as a liaison, you will maintain relationships between the CEO, her executives and employees.

Ability and willingness to relocate to reside on site, work across time zones and when necessary available and willingness to travel and accompany The CEO to certain events and meetings.

Interested parties must submit a 1 page letter of motivation with an abridged CV.

**As part of the screening process we invite you to complete the Predictive Index assessment by accessing the below link.**

**<https://assess.predictiveindex.com/Jj1j3>**