



Organization:	African Ministers' Council on Water (AMCOW)	
Title:	Personal Assistant to the Executive Secretary (ES)	
Job Function:	Executive Assistant (ES) Office Reports to: the ES; alternatively, to the Director of Finance and Administration (DFA)	
Classification:	Grade: GSA3/4	Date Posted: 30 th May 2022
Background:	<p>AMCOW is an intra-governmental, non-budgetary institution working under the Specialized Technical Committee on Agriculture, Rural Development, Water and Environment of the African Union, and provides political oversight on water resources and sanitation in Africa. AMCOW's mission is to promote cooperation, security, social and economic development, and poverty alleviation among member states through the effective management of the continent's water resources and the provision of water supply and sanitation services. AMCOW is mandated to provide political leadership in the implementation of the African Water Vision 2025 and water components of the African Union's Agenda 2063. For more information, refer to: http://www.amcow-online.org/.</p> <p>The position of the Personal Assistant to the ES is an administrative support function to the ES and executive team at AMCOW Secretariat located in Abuja, Nigeria. The scope of responsibilities includes providing high level clerical and administrative support to the ES, including scheduling appointments, preparing correspondence and presentations, and preparing expense reports.</p>	
Responsibilities:	<p>The Personal Assistant (PA) to the ES is a support executive position that reports to the ES. The PA provides high-level administrative and clerical support by conducting research and preparing statistical reports as required, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. The role may also train and supervise lower-level clerical staff.</p> <p>More specifically the function is responsible to perform the following tasks:</p> <ul style="list-style-type: none"> ▪ Manage the ES's office and provide efficient administrative, logistical and clerical service. ▪ Provide secretarial services including organising the office and creating a conducive working environment. ▪ Provide coordination and administrative support to the ES's office, including all departments/units under the office. ▪ Assist with preparing and arranging travel and logistics for the Executive team, consultants and invited office visitors. ▪ Receive incoming phone calls and direct them to appropriate office, and likewise receive customers/visitors and direct them appropriately. ▪ Open, sort, and distribute incoming correspondence, including faxes and email. ▪ Prepare responses to correspondence containing routine inquiries. ▪ Maintain and update ES's office agenda and assist in planning and arranging TAC, EXCO and other meetings, appointments, conferences etc. ▪ Arrange appointments and meetings as appropriate including arranging agenda and programs for meetings under the ES docket. ▪ Create and maintain good record and filing systems for incoming and outgoing mail, meeting documents, organization's documents, records, and reports; maintain electronic and paper records ensuring information is organized and easily accessible. 	

	<ul style="list-style-type: none"> ▪ Maintain and update list/database of names and detailed contact addresses of AMCOW Organs' members and related officials as well as database of partners and experts. ▪ Attend meetings and keep minutes, take dictation, transcribe and draft correspondence, memoranda, etc., draft response to correspondences as agreed with the ES or according to previous correspondences, other available information sources, in accordance with the office's standards. ▪ Handle and prioritize outgoing or incoming correspondence (e-mail, letters, packages etc.) from the ES's Office ▪ Read and analyse incoming memos, submissions, and reports in order to determine their significance and plan their distribution. ▪ Liaise with technical staff to ensure minimum quality standards in the preparation of statements and documents for use by the Executive Secretary and or Members of AMCOW's various organs. ▪ Handle confidential documents ensuring they remain secure. ▪ Personally translate documents from English to French and vice versa, particularly for sensitive AMCOW documents and the Executive Secretary's official communication. ▪ Promote a positive organizational image and culture of the Secretariat. ▪ Maintain records of all special services agreement issued by AMCOW Secretariat/ES's office and ensure that all documentation related to these contracts is complete and kept up to date. ▪ Coordinate and direct office services, such as records and budget preparation, personnel, and housekeeping, in order to aid executives. ▪ Prepare ES expense reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software. ▪ Perform any other duties as required and directed by the Executive team.
Number and titles of direct reports	<p>The position has no direct reports, but it collaborates and coordinates information with the following functions:</p> <ul style="list-style-type: none"> ▪ DFA ▪ Human Resources, Procurement and Administration functions ▪ Executive team ▪ Other and/or external parties reaching out for the ES.
Experience:	<ul style="list-style-type: none"> ▪ At least 5 years of senior secretarial and/or office administration experience at an inter-government, multi-lateral corporation or development organisation. ▪ Very organized and self-motivated with proven commitment to excellence and attention to detail. ▪ Experience arranging meetings involving multiple stakeholders at national and/or regional level.
Technical Expertise:	<ul style="list-style-type: none"> ▪ A general grasp of the principles and practices of water management and water, sanitation and hygiene services delivery ▪ Knowledge of office administration procedures. ▪ Diary Management ▪ Archive system (physical and online)
Education, Professional Qualifications and Certification:	<ul style="list-style-type: none"> ▪ At least a Bachelor's Degree in Public or Business Administration; water management or water services; Political Science; or related fields. ▪ Graduate qualifications – MB/PA, MSc – would be an advantage
Skills:	<ul style="list-style-type: none"> ▪ Attention to detail and maintaining a high level of accuracy; ▪ Strong interpersonal and diplomatic skills. ▪ Multi-tasking skills with the ability to wear many hats in a fast-paced, challenging and rewarding environment. ▪ Ability to stay impeccably organised and manage multiple and changing priorities at once. ▪ Superior verbal and written communication skills in both English and French. ▪ Good telephone answering skills.

	<ul style="list-style-type: none"> ▪ Ability to work as part of a team. ▪ High level of discretion and judgment. ▪ Very adept in technology. ▪ Very good time management and proactive problem-solving skills. ▪ Resourceful, flexible and amiable personality. ▪ Anticipates Needs.
Computer Literacy:	<ul style="list-style-type: none"> ▪ Very good computer skills including Word, Excel, MS Outlook, PowerPoint and Project
Language Requirements:	<ul style="list-style-type: none"> ▪ Fluent and superior mastery of both English and French spelling and grammar.
Values:	<ul style="list-style-type: none"> ▪ High professional ethics beyond legal compliance. ▪ Commitment to the public good. ▪ Commitment to quality and excellence, knowledge sharing and maintaining public trust. ▪ Accountability to AMCOW Secretariat, the AU member States and AMCOW Partners and Stakeholders. <p>Transparency, honesty and integrity including cross-cultural openness and flexibility.</p>
Citizenship Requirements	<ul style="list-style-type: none"> ▪ This is a Nationally recruited position and therefore only Nigerian Citizens are eligible to apply.

Submissions of Applications:

Interested candidates for this position should submit their resume with a motivation letter stating why they are suitable for the position along with certified copies of degrees and certificates not later than 3027th June 2022 at the address/email below:

The Executive Secretary

African Ministers' Council on Water (AMCOW)

No. 11, T.Y. Danjuma Street, Asokoro District

Abuja, Nigeria.

Email: info@amcow-online.org

AMCOW's policy on equal opportunity includes the following: We recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, national origin, sex, age, disability, or any other protected status.

Female candidates are encouraged to apply.

Please note that only shortlisted candidates will be contacted.