



Terms of Reference: Personal Assistant

Location: Lusaka
Duration of Contract: 2 years
Reporting to: WCP CEO
Working hours: Work dependant
Languages Required: English

BACKGROUND

Wildlife Crime Prevention is a Zambian based not for profit organisation that works nationally across Zambia, providing support to the Department of National Parks and Wildlife's Investigation and Intelligence Units. The main goal of WCP is to coordinate closely with key DNPW personnel and NGOs working within National Parks in Zambia to secure areas of elephant strongholds and key transit routes of illegal wildlife trade.

PURPOSE

The primary purpose of this position is to provide administrative support to the CEO and other members of WCP team in the fulfilment and execution of duties, to ensure the efficient management of the CEO's office, liaise effectively with WCP personnel and external partners. To operate and perform to the highest standards, with considerable independence, using initiative and judgement, high level organisation skills and knowledge of organisation policy.

SCOPE OF WORK

The position includes, but is not limited to, the following responsibilities:

1. Manage the administration of the CEO's office, setting work priorities and ensuring deadlines are met
2. Prepares proposals and reports for donors in conjunction with the CEO
3. Answer and screen enquiries and correspondence in an appropriate manner, based on familiarity with subject matter, and refer other enquires to appropriate staff members or departments as required
4. Organise, prioritise and track agenda, meetings, appointments and paper flow. Streamline the CEO's workload
5. Edits correspondence, reports and documents
6. Creates presentations and spreadsheets

7. Provides administrative support for meetings, conferences and specific subjects. Coordinates and prepares all relevant documents
8. Organises travel, including flights, accommodation and other logistics and coordinates and prepares documents related to travel
9. Maintains filing system
10. Undertakes other tasks as assigned

REQUIRED SKILLS/ EXPERIENCE

- Minimum university degree in a relevant area to support the role
- Minimum 5 years' professional experience
- Has 2-5 years of experience in administrative support / as a personal assistant to a CEO
- Exceptional organizational and planning skills, ability to work well with teams as well as independently
- Meticulous attention to detail, organisational and prioritisation skills
- Flexible work hours, **absolute discretion** and unfailing diplomacy
- Ability to politely and efficiently follow-up with CEO and colleagues to ensure that deadlines are met and correspondence is timely
- Responsive and efficient manner
- Results oriented
- Ability to work in a demanding and fast changing environment
- Flexibility and adaptability
- Excellent written and oral communication skills, fluency in English required
- Ability to strictly adhere to the organization's confidentiality policies
- Ability to write and manage budgets and understands basic bookkeeping

TERMS AND BENEFITS

The Administrative Assistant will be paid a competitive salary with relevant benefits to support the individual's qualification and experience.

Please send by email a CV and covering letter by COB 15 May 2018 to:

jobs@wildlifecrimeprevention.org

References are required and full background checks will be carried out. Please do NOT send additional paperwork. Only successful candidates will be contacted after the 15th May 2018.