



**for a living planet®**

WWF- The global conservation organization, Kenya, is seeking to recruit a:

**Executive Assistant  
(To be based in Nairobi)**

Under the supervision of the Chief Executive Officer (CEO), the Executive Assistant will provide administrative and executive support to the CEO's office as well as providing liaison between the CEO's office, Senior Management Team (SMT) and all WWF Kenya employees and other stakeholders.

The incumbent will have the following key roles:

- Handling public relations issues related to the office of the CEO;
- Work closely and effectively with the CEO to keep him informed of upcoming commitments
- Supports the board recruitment and orientation process and board learning/development;
- Organizes annual board meetings, agenda and related logistics including taking minutes and follow up;
- Coordinates with the communication team and SMT in handling incidents relating to CEO's office;
- Liaises and coordinates with the HR department on performance reviews for direct reports to the CEO.
- Handles expense reports and reimbursement requests information for the CEO's office;
- Maintains an effective filing system and proper record-keeping;

The prospective candidate should possess:

- Bachelor degree in Business administration, international relations, secretarial or related field;
- 5 years' work experience in a similar position in a fast-paced environment in a reputable International NGO;
- Experience in providing efficient administrative support to senior management;
- Evident managerial skills whilst dealing with external relationships including members of the board;
- Proven strong interpersonal and communication skills plus the ability to handle multiple tasks efficiently and accurately;
- Able to work under pressure and successfully deal with competing demands while maintaining complete confidentiality;
- Experienced in planning, organizing and problem-solving to complete multiple deadline-driven projects efficiently and on time;

Interested candidates who meet the above requirements should email a cover letter and CV with '**Executive Assistant**' on the subject line to the People & Organizational Development Manager, WWF-Kenya - [hresource@wwfkenya.org](mailto:hresource@wwfkenya.org) not later than **15<sup>th</sup> December 2015**.

***Kindly note that only shortlisted persons will be contacted.***

*WWF is an equal opportunity employer and committed to having a diverse workforce.*