



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title:	Executive Assistant
Division/Dept:	Office of the Executive Director (OED)
Reports To:	Executive Director
Direct Reports:	N/A
Date Revised:	May 2020

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of and reports to the Executive Director and collaborates with other staff members of the Agency.

2.0 SUMMARY

As a part of the support team the Executive Assistant will be responsible for providing high-level administrative support to the Executive Director. This will involve the organization of the day-to-day operations of the Office of the Executive Director to ensure appropriate communication and coordination between the Office of the Executive Director and the Coordinating Unit staff. The incumbent is expected to have an in-depth and detailed knowledge and understanding of those areas for which the Executive Director has responsibility. He/she will be expected to deal with Executive level internal and external enquiries with confidence and competence and to make appropriate proactive interventions.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Executive Assistant will:

- 3.1** Handle all incoming and outgoing correspondence for the Executive Director's office.
- 3.2** Interact with internal and external customers in accordance with professional customer service principles.
- 3.3** Coordinate internal deliverables from managers and keep the Executive Director abreast of the status of matters for follow up.

- 3.4** Assist the Executive Director with research, drafting of reports, presentations and speeches.
- 3.5** Maintain close working relationship with the Agency's stakeholders and strategic partners.
- 3.6** Prepare all highly classified correspondence independently and in a timely manner.
- 3.7** Coordinate meetings of the Organs in collaboration with the Human Resources & Administration Department (HRAD)
- 3.8** Provide administrative support to the Executive Director at meetings of the Organs of the Agency and the Management Team.
- 3.9** Prepare reports on outcomes of meetings.
 - 3.9.1 Prepares Summary of Decision and Action Points
 - 3.9.2 Prepares Report and circulate
 - 3.9.3 Follow up on matters arising from meetings
- 3.10** Update the Executive Director on status before scheduling meetings.
- 3.11** Maintain an up-to-date filing system of records kept in Office of the Executive Director
- 3.12** Manage the diary and schedule of the Executive Director
- 3.13** Coordinate travel arrangements in collaboration with the HRAD.
- 3.14** Accompany the Executive Director to external meetings when necessary.
- 3.15** Collaborate with the Planning and Business Development Manager and SPO-Research in the collation of the Agency's Annual Report
- 3.16** Support the planning and implementation of CDEMA's Signature Events
- 3.17** Participate in disaster response activities of the agency, as may be required
- 3.18** Perform any other job-related duties assigned by the Executive Director the Officer-in-charge, or any other duly authorized Officer.

4.0 CONDITIONS

- 4.1 General administrative office accommodation provided
- 4.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities
- 4.3 Position requires periods of travel to CDEMA member states as well as other destinations
- 4.4 Subject to general service conditions applicable to established staff members of the Agency
- 4.5 Required to maintain current knowledge of the responsibilities of other agencies

and organizations with regional disaster management agencies

5.0 EVALUATION CRITERIA

Work performance will be evaluated based on the performance standards established in the performance plan development with the immediate supervisor. The performance plan will include performance objectives and job standards including:

- 5.1 Error margin and the quality of typed correspondence and documentation.
- 5.2 Timely completion of assignments and reports and ability to meet deadlines.
- 5.3 Timely Completion of Draft Annual Report
- 5.4 Accuracy of information reported from files and ease with which data is retrieved from filing system.
- 5.5 Responsiveness in handling telephone calls, inquires, visitors and urgent assignments.
- 5.6 Demonstrated secretarial and administrative ability, commitment and exercise of initiative.
- 5.7 Technical accuracy and general quality of assignment
- 5.8 Demonstrated reliability and flexibility
- 5.9 Effectiveness of information disseminated from the Executive Director to staff of the Coordinating Unit and other entities.
- 5.10 Initiative and team spirit
- 5.11 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.12 Communication Effectiveness

5.0 QUALIFICATIONS AND EXPERIENCE

- 5.1 First Degree in Business Administration or Administrative Management or related field
- 5.2 Certified Professional Secretary (CPS), Certified Administrative Professional (CAP), or equivalent qualification
- 5.3 At least ten (10) years secretarial and administrative work experience, with five (5) years post-qualification experience providing support at an executive level
- 5.4 Experience in preparing meeting reports

6.0 KNOWLEDGE, SKILLS AND ABILITIES

- 6.1 *Knowledge of*
 - 6.1.1 Office management principles and procedures
 - 6.1.2 Program and administrative management

6.1.3 Project management principles would be an asset

6.2 *Skills:*

6.2.1 Relevant computer applications including MS Office Suite

6.2.2 Records management and maintenance

6.2.3 Calendar management including the coordination of complex executive meetings

6.2.4 Creation of PowerPoint presentations for executives

6.2.5 Effective interpersonal, oral and written communication

6.2.6 Planning and organising

6.3 *Ability to:*

6.3.1 Work effectively with a wide range of stakeholders in a diverse community.

6.3.2 Coordinate multiple assignments.

6.3.3 Investigate and analyze information to draw conclusions.

6.3.4 Make administrative and procedural decisions and judgments on sensitive, confidential issues.

6.3.5 Foster a cooperative work environment.

6.3.6 Maintain confidentiality

6.3.7 Analyze and solve problems.

6.3.8 Appreciate workplace diversity