

JOB DESCRIPTION

EXECUTIVE ASSISTANT

Scope

The executive assistant reports to the entity Executive Director (ED) and is responsible for providing administrative and clerical services. Providing these services in an effective and efficient manner will ensure that entity operations are properly maintain.

Position Duties

- Assist the ED in the overall functioning of the programs and personnel management;
- Apprise the ED regarding important issues that needs his attention and action;
- Facilitate Management communication flow;
- Liaise with relevant stakeholders regarding various activities;
- Assist with editing and finalizing institution's reports and correspondence if appropriate;
- Type correspondence, reports and other documents;
- Maintain a tracking system of correspondence and communication - both incoming and outgoing, and manage filing systems;
- Take minutes at meetings, distribute minutes and placement;
- Receive and screen incoming calls and visitors, determine which are priority matters, and alert the ED accordingly. Make referrals to appropriate staff or provide requested information;
- Follow up constantly on important documents and other related materials which are sent to various people/organizations by courier, fax, letter and email or by verbal communication;
- Provide information requested by outside parties according to the institution's policies and guidelines;
- Arrange travels and hotel reservations, prepare travel authorizations, process requests for visas and other documents;
- Prepare informal translations and act as interpreter when required;
- Maintain list of addresses of relevant public institutions, donors and other international organizations;
- Provide efficient general receptionist and information services;
- Perform other tasks and responsibilities related to the entity as requested by the supervisor from time to time.

Education

- Bachelor's Degree in Business Administration, Management, Economics, Legal studies or other related fields (Master's degree preferred).

Experience

At least 3 years of executive assistant experience preferably with national and international organizations. Previous experience in development assistance or related work for a donor organization will be an advantage.

Computing Skills

- Computer literate. Proven ability to use standard MS Office and other tools (MS Word, Excel etc).

Attitudes

- Demonstrates commitment to organization's mission, vision and values;
- Exerts strict adherence to rules, regulations and procedures;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates ability to work with multidisciplinary teams.

Language Skills

- Fluent in written and oral communication in Romanian and English; good proficiency in Russian.

Development and operational effectiveness

- Demonstrated professionalism, good judgement and flexibility to work as necessary outside normal work hours to meet deadlines and needs of the position;
- Excellent interpersonal skills are essential part of the job. Good personality, dynamic and responsive, and ability to use initiative and work independently are other essential qualities.

The applicant also must:

- Be a citizen of the Republic of Moldova, or a resident of the Republic of Moldova holding an appropriate work permit.
- Be of outstanding character and integrity.
- Be free of all conflicts of interest and committed to protecting the integrity of the Program.

Instructions for Submission of Applications

To be considered, applicants must submit the following information:

- 1) **Cover letter** (maximum three pages) addressing applicant's ability to perform duties and responsibilities as stated in the position description above.
- 2) **Curriculum Vitae**, not to exceed five (5) pages, showing at a minimum, the applicant's educational background including degree(s) obtained, professional experience in reverse chronological order, language proficiency, and any other relevant professional information. When describing relevant professional experience, an applicant should list the project names and dates, applicant's specific roles and

responsibilities, and the name and contact information for applicant's supervisor (telephone and e-mail).

- 3) **Professional References:** Names and contact information (telephone number(s) and email address) of three professional references in addition to anyone already listed in Item (2) above. Please clearly state the relationship of the professional reference to the applicant (e.g., supervisor, former colleague, other).
- 4) **Deadline for receipt** of the aforementioned information is December 20, 2015 at 23:59 in Chisinau, Moldova. Complete application packages must be expedited to either:

Mail to: **Millennium Challenge Account Moldova**
N. Iorga 21 str., Office 5
Chisinau, Republic of Moldova
(tel: +373 22 852217)

Email to: office@mca.gov.md or

- 5) **An email application** should specify the position name for which you are applying in the subject line of the email message. The application materials should be submitted as attachments in PDF format.
- 6) **If the applications are sent by mail,** the application package must be sent in an A4 envelope that is marked with a reference. This reference can include the name of the applicant or any other single reference chosen by the applicant. Applications submitted by fax will not be accepted.
- 7) **The cover letter and curriculum vitae must be submitted in English.**
- 8) **Short-listed applicants** will be contacted for interviews. Questions and/or phone inquiries from applicants prior to formation of the short-list will not be accepted.
- 9) **MCA-Moldova reserves the right** to contact applicant's listed references and any other relevant references that may aid MCA-Moldova in evaluating the applicant's qualification and suitability for the position.