



Job Title: EXECUTIVE ASSISTANT

Organization Overview:

The IRCK is a coalition of all major faith communities in Kenya, which works to deepen inter-faith dialogue and collaboration among members for a common endeavor to mobilize the unique moral and social resources of religious people and address shared concerns.

IRCK members or partner Religious Coordinating Bodies (RCBs) include: Kenya Conference of Catholic Bishops (KCCB), National Council of Churches of Kenya (NCCCK), Evangelical Alliance of Kenya (EAK), Organization of African Instituted Churches (OAIC), Seventh Day Adventist Church (SDA), Supreme Council of Kenyan Muslims (SUPKEM), National Muslim Leaders Forum (NAMLEF), Shia Ithnasharia Muslim Association and the Hindu Council of Kenya (HCK). Each of these RCBs have a national coverage with structures that reach at the grassroots level. Additionally, IRCK has formed local interfaith networks to act as platforms for local advocacy and action in 40 out of 47 counties.

Job Purpose:

The Executive Assistant (EA) provides a high level of professional administrative support to the Executive Director (ED) to ensure excellence in interfaith collaborations and service delivery across the Interreligious Secretariat and stakeholders. The position analyses and collates information in order to provide executive support to the ED. The position will liaise with internal and external stakeholders including Senior Management, Religious leaders, Executive committee members and Religious coordinating bodies.

The EA ensures the ED is prepared and informed on relevant matters in a timely manner. This includes researching, preparing and ensuring responses to telephone calls and correspondence are responded to within specified timeframes and proactively managing the ED's diary.

In providing this support the position exercises a high degree of communication competence, initiative, discretion and confidentiality.

Key Responsibilities:

1. Provide quality and timely administrative support to ED.
2. Maintain and coordinate an effective calendar and filing system, ensuring the ED's competing demands are effectively managed.
3. Proactively manage correspondence, both emails and letters received. This includes preparation of responses and briefing notes as required, keeping the ED updated.
4. Maintain and report on a current log of correspondence and commitments and chase up items approaching the due date.
5. Produce quality documents and manage the ED's record keeping of received and distributed correspondence in SharePoint.

6. Support the ED by proactively responding to enquiries from Executive Committee, Religious Coordinating Bodies, various stakeholders and staff with a high level of discretion, maturity, diplomacy and judgement ensuring exceptional public relations.
7. Maintain a high level of awareness of matters coming into and out of the ED's office to effectively respond to enquiries and exercise sound judgement on the manner of response.
8. Support the ED in the preparation, review and approval of Executive Committee Reports, including monitoring the implementation of Secretariat/Committee decisions.
9. Assist in preparations and logistics of Executive Committee meetings and workshops in liaison with the procurement office.
10. Prepare agendas and minutes of various internal and external meetings convened or attended by the ED (or other agreed meetings). Follow up matters arising at such meetings on behalf of the ED.
11. Responsible for organizing ED's travel arrangements in liaison with the procurement office.

Qualifications/Experience:

- 1) Bachelor's Degree in Social sciences or Business Administration,
- 2) 3-5 years' Experience in executive support, NGO/FBO experience is highly-preferred.
- 3) Expert proficiency with Microsoft Office
- 4) Strong verbal and written communication skills.
- 5) Exceptional organizational skills and impeccable attention to detail.
- 6) High degree of professionalism in dealing with diverse groups of people, including Executive Committee members, senior executives, staff, Religious leaders, donors, and partners.
- 7) Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- 8) Able to maintain a high level of integrity and discretion in handling confidential information.
- 9) Excellent judgment is essential.
- 10) Ability to work well within a cross-functional team environment and diverse communities.

How to apply:

Send your Application and CV to recruitment@irck.or.ke by 8th April 2022