



COMESA Regional Investment Agency

VACANCY ANNOUNCEMENT OF THE POST OF SENIOR ADMINISTRATIVE ASSISTANT (LEVEL:GS-9) AN ESTABLISHED/REGULAR POST UNDER REGIONAL INVESTMENT AGENCY

Key Tasks: Under the direct supervision of the Chief Executive Officer, the incumbent shall perform a full range of secretarial/administrative duties.

- 1. Run the day-to-day administration of the Chief Executive Officer's Office by.**
 - a) Screening all incoming and outgoing mail and determining those which require the attention of the Assistant Secretary General.
 - b) replying to routine correspondence.
 - c) classifying incoming correspondence and flagging those which require immediate attention.
 - d) discussing with the Assistant Secretary General daily assignments.
 - e) supervising the support staff in the office; and
 - f) ensuring the safekeeping of confidential matters.
 - g) Taking dictation, transcribing and typing correspondence.

- 2. Perform the functions of a personal assistant to the Chief Executive Officer by:**
 - a) handling personal mail.
 - b) scheduling personal and official appointments.
 - c) arranging travel (such as visas) for him and his family.
 - d) facilitating banking arrangements and transactions.
 - e) replying to some personal correspondence as directed.
 - f) arranging receptions and hospitality; and
 - g) Keeping constant contact with him/her while on mission or leave.

- 3. Follow-up on the implementation of the instructions of the Chief Executive Officer by:**
 - a) clearly communicating the instructions to the office or division concerned.
 - b) communicating/setting deadlines.
 - c) checking stages of implementation.
 - d) discussing problems with the concerned chief(s) of division(s); and
 - e) Briefing him/her and reporting on any problems

- 4. Provide conducive environment by:**
 - a) ensuring that the surroundings are clean, comfortable, and properly decorated.
 - b) arranging for the proper and constant supply of stationery, equipment and furniture.
 - c) maintaining a friendly atmosphere through personal diplomacy and enlightened management of support staff.
 - d) seeing to it that there is proper lighting, spacing, circulation of fresh air etc; and
 - e) Controlling noise of equipment and other disturbing source in order to ensure calm and serenity.

- 5. Carry out any other functions as may be directed by the Chief Executive Officer from time to time.**

QUALIFICATIONS

A degree in any Management fields plus a diploma in Secretarial studies are a must. A minimum of eight (8) years of relevant professional, secretarial and/or administrative experience with national or regional or international organizations. She/he should be familiar with office management, records management, and public relations, must be fluent in English and/or French and/or Arabic (speaking and writing). Applicants must be citizens of a COMESA Member countries and be resident in Egypt. She/he must not be more than 55 years of age at the time of submitting the application.

FINAL DATE FOR RECEIPT OF APPLICATIONS

Applications must be submitted in a duly completed COMESA Job Application Form which can be obtained from the COMESA website: <http://www.comesaria.org/> must be submitted by **8th January 2022** through E-mail: e-recruitment@comesaria.org

All Applications not accompanied by COMESA job application form will not be considered.