



## TERMS OF REFERENCE (ToR)

### A. POSITION

Position: Assistant to the Executive Director

Duration of Contract: June 2014 to August 2014 (Renewable)

Total Contract Price: Based on Salary History and Experience

### B. QUALIFICATIONS

- (1) At least two (2) years related-work experience;
- (2) Graduate of any four-year course (preferably Management, Social Sciences, Development Studies, Communications or any related field) from a reputable university;
- (3) Has strong oral and written communication skills;
- (4) Organized, responsible and willing to work under pressure and deliver timely results following an agreed schedule; and
- (5) Has good interpersonal skills and is a good team player.

### C. JOB DESCRIPTION

The Assistant to the Executive Director (AED) provides a full range of technical, administrative and other staff support for the efficient and effective harmonization of the day-to-day operations of the Office of the Executive Director.

Specifically, he/she shall:

- (1) provide a full range of logistical and coordination support to the Executive Director, especially in ensuring efficient and effective communication and workflow among the Office of the Director, Board of Trustees, Senior Advisory Council, and the entire ANSA–EAP Team;
- (2) upon instructions and with guidance, drafts documents, communiqué, documentation reports, and other written materials
- (3) provide support to matters relating to the ANSA–EAP Board of Trustees and ANSA Global (including communications and coordination arrangements).

The AED should be capable of exercising initiative, discretion and good judgment. Strong writing skills, diplomacy, professionalism and confidentiality are crucial to this role. The Assistant is directly accountable to the ANSA–EAP Executive Director.

The following are the AED's specific responsibilities:

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**Communication Support for Coordination:**

- Coordinate and put together appointments and meetings for the Executive Director;
- Prepare draft versions of aide-memoir, travel-related documents, briefings and reports; draft presentations, letters and emails as appropriate for general and routine correspondence; send out correspondence, including potentially confidential information, both internally and externally;
- Facilitate the flow of communication between the Executive Director's and the ANSA-EAP Board of Trustees, the Advisory Council, donors, and other contacts;
- Coordinate and organize monthly Team Meetings, as well as other consultations, and workshops and activities for the Executive Director in tandem with the ANSA-EAP Team and with partners, and when needed, solicit agenda items and supporting documents from other members of staff (prepare and distribute final agenda);
- Work with other ANSA-EAP units;

**Record Keeping:**

- Ensure the collation, turnover and tracking of electronic and selected hardcopy of desk files and records for the Office of the Executive Director, Board of Trustees, Advisory Council, and ANSA Global to person-in-charge of database;

**Others:**

- Review Terms of References and Standard Agreements;
- Provide direct staff support to the Executive Director; and
- Monitor the contracting of external consultants, component budget utilization, Gantt chart execution, and movement of ANSA-EAP Team members and components.

**Deadline of accepting applications: 07 June 2014 (Saturday)**

**E-mail applications (COVER LETTER + RÉSUMÉ) to: [hrdo@ansa-eap.net](mailto:hrdo@ansa-eap.net)**