



CALL FOR APPLICATIONS

Job: Intern to Executive Director

At: [Tax Justice Network Africa](#)

Closing date: Friday 8th February 2019

REPORTING DATE	19 MARCH 2018
LOCATION	NAIROBI
POSITION TITLE	INTERN TO EXECUTIVE DIRECTOR
SUPERVISOR	EXECUTIVE DIRECTOR
SALARY GRADE	INTERNSHIP

Summary of Responsibilities:

This position temporary and seeks to support the office of Executive Director in ensuring the delivery of all programmes is effective and the associated accountabilities are embraced. This includes supporting program quality delivery, fundraising, reporting, office management and compliance. The intern is expected to work with stakeholders internally and externally under direction of the ED to ensure that the objectives of the secretariat are realised.

KEY RESPONSIBILITES

Executive Support exclusive to the EDs office

Executive Director's Program Schedule

The intern is expected to work with the Office assistant to ensure:

- Efficient management of the EDs calendar, appointments and schedules, including monitoring and managing the EDs' daily program and provide support in preparing briefing documents, papers and letters when required.
- Provision of best office management practices that will ensure effective functioning of the EDs' office and adherence to protocol.
- Highest standards of integrity and sense of responsibility, receiving high ranking

visitors, route and screen telephone calls and answer enquiries to the EDs office.

Administrative Support:

Work with the Administration officer to: :

- Maintain an organized filing system for key documents ensuring safekeeping of confidential information.
- Organize Senior Management Team and ad hoc meetings, preparation of minutes and summaries of actions to be taken; tracking of progress on planned issues; follow up with focal points.
- Undertake preliminary researches as directed by the Executive Director
- Manage the EDs representational tasks like preparing invitation lists, making bookings, ensuring adequate preparation of all aspects of events, workshops, retreats etc.
- Update and maintain a simplified follow up matrix for Senior Management Staff check in meetings on behalf of the ED.
- Coordinating leave and travel plans for the ED
- Organize and manage the administrative work of the office including establishing internal procedures and tracking systems for correspondence and documents; receive, screen and register correspondence and documents and follow up as necessary.
- Keep abreast of activities of importance, latest policies, procedures and organizational changes

Communication Support

Work with the Communicatrans officer to:

- Format and finalize all executive office documentation for transmission to internal /external parties while ensuring quality, substance, sensitivity of issues and that they are prepared according to TJN-A standards.
- Draft routine correspondence, memos, general briefing notes, documents, reports

and minutes of meetings when required.

- Coordination of information flow in the office and dissemination of communication /directives from the EDs office.
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of reports to the ED from SMT.
- Review and screen incoming correspondence for the EDs attention and prioritize documents according to action required.
- As appropriate, provide information and guidance to staff at all levels within the organization unit to ensure understanding of intent and deadlines.

Institutional Liaison

Work with the Administrative assistant to:

- Organize high level meetings including Board meetings, taking responsibility for finalization of the meeting agenda, invitations, the production and distribution of documentation and preparation of minutes of meetings. Distribute meeting reports and information and ensure follow up on required actions.
- Manage the communications and act as liaison with the member organizations; renewal of memberships and maintaining contacts as well as managing communications.
- Collect and prepare briefing materials for the ED concerning official trips and meetings including arranging itineraries.
- Help manage the office operations with respect to communications, meetings and work flow; identify complex or sensitive subjects and contacts for special treatment
- Establish effective liaison with embassies, ministries, donor agencies, NGOs and Regional institutions, partner organizations and field offices. Maintain lists of addresses and Key contacts of Heads of Agencies, Ministers, Government official and other relevant external bodies.



Relevant Competencies

- Proactive, self driven and team oriented
- Demonstrated self organisation and ability to manage multiple projects and tasks
- Effective stakeholder management and coordination
- Ability to proactively network and build healthy operational relationships
- Ability to champion decisions that support the effective running of the executive office
- Event and travel management
- Create synergy through self control
- Promotes Ethics and integrity

Application Process

Interested candidates are invited to submit their Cover letter and CV to recruit@taxjusticeafrica.net with subject line “Intern to the Executive Director” so as to reach Tax Justice Network Africa on or before Friday 8th February 2019.

Please be advised that only shortlisted applicants will be contacted.

Note: Tax Justice Network Africa (TJNA) does not charge any fees from applicants for any recruitment. Further, TJNA has not retained any agent in connection with this recruitment