

SEARICE is in need of an Executive Assistant

The Executive Assistant assists the Executive Director in the day-to-day operations of SEARICE. She/he primarily provides efficient and high-quality support to the Executive Director and providing assistance in resource mobilization and in managing the Organizational Unit.

She/he shall handle SEARICE's human resources development and contract management with the assistance of the Organizational Support Officer.

Specific duties and responsibilities:

- Manage the Organizational Support Unit.
- Ensure the efficient and effective implementation of SEARICE management policies and procedures.
- Assist in the preparation and review of institutional and project budgets.
- Ensure timely and quality reporting of SEARICE to its partners and funding agencies.
- Assist in resource mobilization, undertake research and analysis to identify any potential sources of funds or revenue, including conduct of fundraising activities.
- Assume HR responsibilities, including staff recruitment and hiring, contract renewals and processing of staff, consultants, service providers, donors, and partners contracts.
- Acknowledges and responds (whenever possible) to all communications addressed to SEARICE and to the Executive Director
- Coordinate the conduct of Management Committee meetings and document the minutes of the meetings
- Perform office- and field-based activities related to program/project development to ensure all SEARICE procedures and processes are fulfilled
- Perform other related functions that may be assigned by the Executive Director.

Qualifications:

The Executive Assistant we are looking for must have three to four years relevant experience in administrative and financial management. Accounting background is a plus and experience in development work is a major advantage.

Key Skills:

- Excellent written and verbal communication skills
- Strong time-management skills and the ability to organize and coordinate multiple projects at once
- Experience monitoring budgets and expenses
- Flexible team player, adaptable and enjoys a challenge
- Ability to keep company confidences

Please send your comprehensive resume and a letter of intent to searice@searice.org.ph.