

Senior Executive Assistant

Job Title	Senior Executive Assistant
Grade	3
Reports to	Chief Executive Officer
Duration	Two years with possibility of Extension
Location	Addis Ababa, Ethiopia
Contract Type	Full-Time
Background	
<p>The Senior Executive Assistant to the CEO provides high-level administrative, strategic, and operational support to enable the CEO to lead FSD Ethiopia effectively. This role plays a critical part in managing the CEO's priorities, ensuring seamless coordination across the organisation, and supporting the implementation of key strategic initiatives.</p> <p>As a trusted advisor and central point of coordination, the Senior Executive Assistant enhances the CEO's effectiveness by ensuring her time and focus are directed towards activities that drive organisational impact. The role requires sound judgment, discretion, and the ability to anticipate needs, enabling the CEO to operate at maximum strategic capacity while fostering strong alignment across teams, stakeholders, and governance structures.</p>	
About FSD Ethiopia	
<p>Established in 2021, FSD Ethiopia (FSDE) is an agency dedicated to fostering the development of accessible, inclusive, and sustainable financial markets for economic growth and human development.</p> <p>As a market facilitator, FSD Ethiopia supports market actors in addressing the root causes of financial system failures. Our primary focus is on achieving accessible, inclusive, and sustainable, thereby supporting Ethiopia's long-term development objectives.</p> <p>Our key responsibilities include identifying the underlying causes of financial system failures, facilitating collaboration among market actors to overcome these challenges,</p>	

and actively contribute to the establishment of a functional and efficient financial sector that benefits a broad range of individuals and businesses in Ethiopia.

FSD Ethiopia collaborates with various stakeholders in the financial sector - including the government, private sector, civil society organizations, and other development partners in the areas of financial inclusion, access to capital, and climate finance. FSD Ethiopia's interventions are closely aligned with national and regional policies as well as priorities for financial sector reform..

Aligning with the national economic reform agenda, FSD Ethiopia's work centred around three thematic areas across the financial sector landscape.

1. **Financial inclusion:** Driving increased access, usage, and quality of financial services for individuals, households, and MSMEs - including savings, payments, credit, insurance, and investment.
2. **Access to capital:** Expanding access to and breadth of efficient long/short-term financing options for private businesses of all scales, and the public sector, including equity, bonds, working capital, etc.
3. **Climate finance:** Mobilizing domestic and international capital to fund climate adaptation and mitigation projects and needs of government, businesses, and households, such as green bonds, carbon credits, and insurance.

About the role

The Senior Executive Assistant to the CEO provides high-level administrative, strategic, and operational support to ensure effective leadership at FSD Ethiopia. Acting as a trusted advisor, the candidate manages the CEO's calendar, coordinates meetings, prepares briefings, and tracks key initiatives. The candidate facilitates decision-making by synthesizing critical information and ensuring timely follow-ups. Serving as the CEO's liaison, the candidate handles stakeholder communications and governance coordination. Additionally, the candidate oversees logistical and operational support, ensuring smooth office management. With strong organizational, communication, and problem-solving skills, the candidate enables the CEO to focus on strategic priorities and drive the organization's impact efficiently.

Key Responsibilities

Executive Support & Strategic Coordination : Provide high-level administrative and strategic support to the CEO, ensuring effective time management, prioritisation of tasks, and seamless execution of leadership responsibilities.

- Manage the CEO's calendar proactively, prioritising meetings, engagements, and tasks to align with strategic priorities.
- Prepare briefing materials, presentations, and reports to support the CEO's participation in meetings, ensuring she is well-informed and prepared. Coordinate internal and external meetings, including agenda setting, minute-taking, and follow-up on action items to ensure timely completion.
- Act as the first point of contact for the CEO's office, managing communications, filtering requests, and ensuring prompt, professional responses.
- Support the CEO's leadership of strategic and operational planning by convening team-members and stakeholders, organising information, tracking timelines and collating contributions.

Information Management & Decision Support : Ensure the CEO has timely access to accurate, well-organised information to support effective decision

- Liaise with the MERL Manager, Programme Leads, and Finance Team to gather, synthesise, and present relevant data and reports to support informed decision-making.
- Maintain organised systems for tracking key documents, reports, and communications, ensuring quick access to critical information when needed.
- Prepare executive summaries and briefing notes that distil complex information into concise, actionable insights for the CEO's review.
- Track outstanding decisions and commitments, providing reminders and ensuring follow-up actions are completed by responsible parties.
- Support the preparation of strategic documents, reports, and presentations by reviewing content for clarity, consistency, and alignment with organisational goals.

Monitoring CEO's Strategic Priorities

Track the progress of key strategic initiatives and priorities set by the CEO, liaising with the management team to ensure follow-through on critical actions and alignment with organisational objectives.

- Develop and maintain a tracking system for monitoring the progress of key strategic initiatives, ensuring deadlines and milestones are met.

- Liaise with the Development Impact (DI)/ MERL Manager and Programme Leads to obtain regular updates on programmes and projects, highlighting risks, delays, or issues that require the CEO's attention.
- Prepare progress reports and dashboards that provide a clear overview of the status of priority initiatives, enabling informed oversight. Follow up with relevant stakeholders to ensure that actions arising from Senior Management Team or Board decisions are implemented effectively and on time.
- Identify gaps or bottlenecks in the implementation of strategic priorities and escalate issues promptly, offering recommendations where appropriate.

Stakeholder Liaison & Relationship Support: Facilitate effective engagement between the CEO and key internal and external stakeholders, liaising with the Communications & Advocacy Specialist to support consistent, professional, and strategic relationship management.

- Manage communications with key stakeholders on behalf of the CEO, drafting correspondence, scheduling meetings, and ensuring professional follow-up.
- Liaise with the Communications & Advocacy Specialist to coordinate external engagements, ensuring consistent messaging and strategic alignment.
- Maintain an up-to-date stakeholder contact database, tracking key relationships and engagements to support effective relationship management.
- Prepare briefing materials for stakeholder meetings, including background information, key talking points, and follow-up action plans.
- Support donor and partner engagements by coordinating logistics, managing communication flows, and tracking commitments and deliverables.

Senior Management & Board Coordination: Coordinate Senior Management Team and Board activities, ensuring meetings, agendas, and follow-ups are well-organised to enable effective governance and leadership for FSD Ethiopia.

- Organise senior management and Board meetings, including preparing agendas, compiling briefing materials, and managing logistics.
- Take minutes during meetings, capturing key decisions, action items, and follow-ups, and ensure timely distribution to relevant stakeholders.
- Track action items arising from Senior Management and Board meetings, following up with responsible parties to ensure timely completion.
- Serve as a liaison between the CEO and the Senior Management Team, facilitating clear and timely communication on strategic issues.

- Coordinate the preparation of Board reports and documentation, ensuring accuracy, consistency, and alignment with governance requirements.

Operational and Logistical Support: Liaise with the Finance & Operations team to ensure the CEO's administrative, logistical, and operational needs are met efficiently, supporting her productivity and the smooth functioning of the office.

- Liaise with the Finance & Operations team to manage the CEO's travel arrangements, ensuring efficient planning for itineraries, visas, accommodations, and logistics. Ensure the CEO's office is equipped with the necessary resources, materials, and support for day-to-day operations to run smoothly.
- Identify opportunities to improve administrative processes and workflows, enhancing efficiency and reducing operational bottlenecks.
- Manage and maintain confidential files, correspondence, and records with a high degree of discretion and professionalism.
- Coordinate with the HR and Administration team to support office management tasks related to the CEO's role, including handling operational/admin support requests and managing service providers when needed.

Qualifications & Experience: •

- A bachelor's degree in business administration, management, communications, or a related field is required; a master's degree is an advantage.
- A minimum of five (5) years proven experience in a senior executive support role, preferably supporting C-level leadership in a dynamic, complex organisation.
- Demonstrated experience in managing high-level administrative functions, including calendar management, meeting coordination, and strategic support.
- Strong track record in coordinating projects, monitoring strategic priorities, and supporting senior leadership decision-making.
- Experience working in an international or development-focused organisation is highly desirable.

Job Related Skills and Knowledge: •

- Exceptional organisational and time management skills, with the ability to prioritise tasks and manage multiple deadlines effectively.
- Strong written and verbal communication skills, including the ability to draft high-quality reports, presentations, and professional correspondence.
- Proficiency in information management, including document tracking, data synthesis, and preparing concise briefings for senior leaders.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant office management tools.
- Strong problem-solving skills, with the ability to anticipate needs, identify issues, and recommend solutions proactively.
- High level of discretion and professionalism in handling confidential information and sensitive communications.

Competency	Level 1 <i>Foundation</i>	Level 2 <i>Specialist</i>	Level 3 <i>Manager</i>	Level 4 <i>Leader</i>
Ownership & Initiative		√		
Demonstrates a strong sense of personal ownership that leads to taking responsibility, self-starting proactivity, and a commitment to driving organizational success.				
Learning & Adaptability		√		
Exhibits openness and ability to learn, grow, and improve while fostering the same in others.				
Thought Leadership		√		
Thinks clearly and intentionally, analysing information objectively, understanding issues and forming opinions.				
Execution & Drive for Results		√		
Is keenly motivated to achieve goals and act with accountability to deliver quality results.				
Relationship Building		√		
Initiates and maintains positive relationships with others; discerning and appreciating the values, concerns, or feelings of others.				
Communication & Influencing		√		
Deliberately adjusts behaviour in order to address the feelings, needs or concerns of others; communicates clearly, confidently, and appropriately to influence others.				

Skills

How to Apply: Interested candidates should submit a CV, and a cover letter explaining their suitability for the role based on the responsibilities and qualifications listed in this terms of reference, clearly stating the position "Senior Executive Assistant" for which they are applying, to jobs@fsdethiopia.org before the end of the business day on April 30,2025.

Note: FSD Ethiopia is an equal opportunity employer and welcomes applications from all backgrounds.