



CALL FOR APPLICATION

Position Title: **OSAC EXECUTIVE ASSISTANT**

Reference: **N°005/CEEAC/COM/PGDHS/ASS-AD/OSAC/2024**

Application deadline: **September 9, 2024**

Duty station: **Malabo, Equatorial Guinea**

Type of contract: **Fixed-term contract of twelve (12) months, renewable.**

The first year, dedicated to the operationalization of OSAC, is the test year whose success will lead to the extension of the contract.

SITUATION OF THE POSITION	
Department	Gender Promotion, Human and Social Development
Direction	Directorate of the Central African Health Organization
Structure	Central African Health Organization (OSAC)
Functional relations	<ul style="list-style-type: none">- Internal Department Gender Promotion, Human and Social Development and other departments of the Commission when needed;- Externally: International Institutions and Organizations in its field.
POSITION DUTIES	
Under the authority of the Director of OSAC, the Executive Assistant will work efficiently and cost-effectively. He/she will provide administrative technical support necessary for the implementation of the activities of the Accounting and Budget Chain of the Central African Health Organization (OSAC).	
CORE RESPONSIBILITIES	
<p>The OSAC Executive Assistant will have the following duties and responsibilities:</p> <ul style="list-style-type: none">- Ensuring the drafting of correspondence;- Ensure travel arrangements for OSAC staff and visitors;- Manage office supplies;- Prepare correspondence and ensure its dispatch and tracking, if necessary;- Ensure the management and renewal of OSAC vehicle administrative parts (insurance, sticker, technical visit);- Deposit and pick up letters from the OSAC (payment request, transfer order);- Remove cheques, account statements, Traveller's cheques, and other financial documents belonging to OSAC;- Prepare payments (suppliers, contractors, consultants, fees, etc.) in collaboration with the OSAC Accountant;- Ensure the physical and electronic archiving of OSAC administrative and financial documents in relation to the Accountant;- Assist the Administrative and Financial Officer (AFO) in the preparation of Refund of Funds Requests	



(RFAs) and Direct Payment Requests (DPRs);

- Systematically scan all accounting documents;
- Assist in the preparation of meeting logistics, OSAC supervisory missions;
- Manage routine maintenance of offices and utilities.
- A duty of secrecy and confidentiality as required in the performance of his or her duties;
- An obligation of confidentiality and cannot engage the responsibility of the OSAC without first referring to the hierarchy;
- Be prepared to conduct missions within and outside the region.

REQUIRED PROFILE

Education	Hold a graduate degree in Administration, Accounting, Accounting and Finance or any other acceptable equivalent degree.
Experience	Have at least 5 years of professional experience at similar levels of responsibility (see Article 13 of the ECCAS Staff Regulations) in development projects.
Knowledge	<ul style="list-style-type: none">- Central Africa and ECCAS member countries;- International reference institutions and organizations;- Ability to work under pressure, and act with discretion in a politically sensitive environment and establish excellent working relationships with both government authorities and colleagues;- Excellent communication and negotiation skills;- Fluency in two (2) languages of the Community, particularly French and Spanish (speaking and writing). Knowledge of another language of the Community (English and Portuguese) is an asset.
Technical skills	<ul style="list-style-type: none">- Have good computer knowledge (Word, Excel, power point, Tompro etc...) as well as the ability to use New Information Technologies;- Ability to work as a team and maintain team spirit;- Good writing and reporting skills;- Excellent planning and organizational skills;- Prepare concise and structured documents;- Index, store and track the flow of OSAC documents and mail;- Analyze and synthesize sources to transcribe information;- Support the firm in organizing technical meetings with all types of internal or external interlocutors.
Behavioral skills	<ul style="list-style-type: none">- Able to work under pressure and in a multicultural team;- Have an acute sense of organization, autonomy and good relational quality;- Ability to work in a spirit of open collaboration with other OSAC and ECCAS departments in general.

CONDITIONS OF EMPLOYMENT

Remuneration Salary and benefits in accordance with the ECCAS pay grid



Nationality & gender

- Be a national of an ECCAS member state resident in Equatorial Guinea.
- Female applications are encouraged.

APPLICATION FILE

- Motivation letter;
- Detailed curriculum vitae including the candidate's full contact details (name and surname, address, telephone, fax, email);
- A nationality certificate;
- Birth certificate or substitute judgment in lieu of it;
- Criminal record (bulletin n°3) dating back less than three months;
- Certified copies of academic or university diplomas and titles;
- Employment certificates and documents attesting to professional references;
- Medical certificate issued by an accredited physician;
- Full identity of three reference persons who have no family relationship and who can attest to the professional and moral qualities of the candidate;

The complete file, including the reference: **N°005/ECCAS/COM/PGDHS/ASS-AD/OSAC/2024** and the position title **“OSAC Executive Assistant”** must be sent electronically only to the following address:

recruitments@cecac-eccas.org

NB: Only successful candidates will be contacted for further consideration.

