**Job Description**

**Job Title: Executive Assistant**

**Sector:**Policy & Advocacy

**Employment Category:** Fixed-term (initially one year, possible extension subject to availability of funds and based on successful performance)

**Location:** NEXUS Secretariat, New York

**Background/ Summary:**

In the current political context, sexual and reproductive health and rights (SRHR) are under attack, and the pushbacks on women’s rights imperil the headway made over decades toward advancing SRHR in the international arena. To fill this void, the NEXUS initiative is aimed to support a group of cross-regional high-level government officials in ensuring the highest-level of support to gender equality and SRHR at crucial UN negotiations related with the Agenda 2030 and ICPD beyond 2014 follow up processes. Specifically, this initiative aims at bridging the political leadership gap at UN negotiations by providing tools, strategic policy analysis, technical support, and intelligence to a cross-regional intergovernmental group of SRHR champions to mobilize support for critical international processes. An independent unit, NEXUS supports political mobilization and coordination of government champions to support gender equality and SRHR in UN multilateral fora.

**Job Overview/Summary:**

The Executive Assistant of the NEXUS secretariat will assist the Director, NEXUS, with the day-to-day administrative management of the secretariat and budget preparation, implementation and report. The Executive Assistant will provide administrative support to the Director, NEXUS with the substantive work of the secretariat. The Executive Assistant reports directly to the Director, NEXUS.

**Major Responsibilities:**

* Assist the Director in the planning and day-to-day administrative management of the NEXUS secretariat
* Provide administrative support to the Director and secretariat in carrying out his responsibilities
* Organize internal meetings of the secretariat and with coordinating committee co-chairs and members
* Assist in organizing the Director’s agenda and setting up meetings with high-level government officials, ambassadors, diplomats, UN officials and civil society actors
* Take notes of meetings and prepare summary reports
* Organize secretariat travels, including obtaining travel authorizations, airplane tickets and hotel reservations, schedule meetings, compile briefs for the Director’s meetings with partners and IPPF senior management
* Assist the Director in preparing, monitoring expenditures, preparing disbursements of the NEXUS secretariat budget
* Coordinate secretariat weekly meetings and prepare related summary notes
* Prepare procurements, consultancy and intern contracts for secretariat recruitments
* Assist the secretariat with the planning and holding of activities and special events
* Assist with the NEXUS promotional activities
* Perform any other related duty, as assigned

**Job Requirements:**

***Education:*** Degree in management, public administration, finance, business or related field or a combination of these.

***Professional Experience:***

A minimum of 10 years professional experience with not-for-profit organization(s), government or private sector in administrative and financial office management providing administrative support to senior executive officers.

Experience with budget planning, monitoring, management and reporting.

Experience with diplomacy, government relations and protocol an advantage.

Experience in public relations or advocacy sectors an advantage.

Experience with the United Nations is desirable.

Experience with travel administration is desirable.

Excellent drafting skills and experience in note taking for senior management.

***Demonstrated Skills and Competencies:***

* Good interpersonal skills and team player.
* Strong communication skills, including excellent writing skills.
* Good coordination, planning and organizational skills.
* Problem solving expertise, creativity and flexibility.
* Ability to work independently.
* Ability to work under pressure.

***Language Skills:***

Fluency in English is required. Knowledge of French and Spanish is an advantage. Knowledge of other UN languages is desirable.

**Working Environment*:***Standard office work environment

*Candidates must be legally allowed to work in the United States (no sponsoring).*

*Salary will depend on experience. Good compensation package.*

***How to apply:***

*Please submit a cover letter and a resume to*[*job@ippf.org*](mailto:job@ippf.org) *no later than 15 Jan 2021. Only shortlisted candidates will be contacted for interview.*