

Application Package

Executive Director Assistant

A. Job Advertisement

Position

IDA is seeking an Executive Director Assistant.

- ◆ **Position Start Date:** June 15, 2024.
- ◆ **Location:** living in a country matching the **EDT time zone**.
- ◆ **Gross Monthly Salary:** depending on location and contract.
- ◆ **Contract duration:** one year contract to be renewed.

Mission

The Executive Director Assistant will ensure a smooth operations flow of the Executive Director activities in providing a high-level communication, administrative and logistics support.

The organization

The International Disability Alliance (IDA) is a network of global and regional organizations of persons with disabilities and their families. Its mission is to promote the full and effective implementation of the United Nations Convention on the Rights of Persons with Disabilities (UN CRPD).

Learn more about our activities at www.internationaldisabilityalliance.org

B. Working Environment

Reports to: Interim Executive Director.

Staffs under supervision: none

C. Job Description

1/ Administrative support

- Manage the Executive Director's calendar, including scheduling meetings, appointments, and travel arrangements.
- Ensure efficient time management and prioritize tasks and appointments to align with the Executive Director's objectives and the organization's goals.

2/ Communication facilitation

- Draft, review, and dispatch correspondence on behalf of the Executive Director.
- Ensure clear and effective communication channels are maintained at all times.

www.internationaldisabilityalliance.org

- Assist in the preparation of reports, presentations, and briefing materials for the Executive Director.

3/ Meeting and event coordination

- Organize and coordinate executive meetings, conferences, and other events. This includes logistics (in coordination with the Logistics Unit), preparing agendas, taking minutes, and following up on action items.
- Maintain a proper filing of related documents and coordinate with other team members follow-up processes.

D. Skills and Requirements

1. Essential Requirements

- Bachelor's degree and/or at least 5 years of successful experience with a similar position.
- Excellent organizational skills and ability to manage tight deadlines.
- Excellent command of English and editing skills. Another language is an asset.
- Understanding of the Pack Office (Word, Excel,)
- Attention to details and ability to multi-task.
- Ability to communicate clearly to third-party and to adapt to the audience.
- Available to travel regularly.

2. Other

- **Understanding and awareness of IDA safeguarding policies.** IDA works in multi-cultural environments and with persons with disabilities, who experience higher rates of discrimination, violence and abuse. Therefore we expect any staff, consultant or collaborator to understand and fully comply with IDA's Safeguarding policy and IDA's Code of Conduct (available here: <https://www.internationaldisabilityalliance.org/reporting-fraud-abuse>). IDA will not tolerate any form of abuse, violence, fraud, corruption, or any breach of IDA policies.

E. Application Process

- All information provided on the application will be treated in a confidential manner.
- IDA may save your application and reserves the rights to contact you for future opportunities. The organisation will keep your information during 18 months after the recruitment process; after that time period, your information will be deleted. If you prefer IDA to delete your application once the recruitment process is over, please mention it clearly in your email.
- Persons with disabilities are strongly encouraged to apply.

How to apply:

- Please send your CV and a cover letter by email to recruitment@ida-secretariat.org, indicating in the subject line: "Job Application: Executive Director Assistant", before the 20th of May, 5pm CET.

- Please share **your expected gross annual salary** in your email.

Please ensure you respect the following:

- Only **complete application (CV and cover letter)** will be accepted.
- Please remember to take the time zone into consideration when submitting your application. **Any applications received after the closing date will not be considered.**

Application process:

- After receiving your application, a confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
- **Please be advised that only shortlisted applicants will be informed** about the next steps of selection process.
- Please note that a selection process may last several months. No information will be released during this period.