

UNDP GEF ASCLME Project

The Agulhas and Somali Current Large Marine Ecosystems (ASCLME) Project is supporting eight African countries in their efforts to collectively manage the marine resources on which their people and economies depend and are seeking a

EXECUTIVE ADMINISTRATIVE ASSISTANT

Applicants should have at least ten years experience in administrative support, secretarial and PA duties accompanied with a relevant tertiary qualification; A higher Diploma in Business Management would be an advantage; Prior experience of having worked with international agencies, ministers and government parties;

Copy typing and accuracy with a speed of 65wpm is a must;

A Financial background and excel proficiency is essential;

Having a marketing background would be advantageous.

The appointee will be responsible for developing supportive relationships with all relevant agencies and policy-level focal points, marketing the UNDP GEF ASCLME project by providing prompt and detailed responses to enquiries made by external and internal stakeholders; Organise and plan meetings in various countries; Must be able to meet deadlines, work under pressure, manage workflows and operate as part of a team with members across various time-zones; Organisation and logistical support for the Nansen Project; The ability to work independently with minimal supervision is a necessity; Proactive with an ability to deal with people at all levels; Must be able to represent the project at various conferences across the globe.

This contract position is based at the offices of the Project
Coordination Unit, Grahamstown, South Africa

A full Terms of Reference may be viewed at www.asclme.org/jobs/

Please send a CV with contact details to info@asclme.org or
fax 046 622 6621 to reach ASCLME no later than Friday 22nd May 2009.

Telephone 046 636 2984 with queries.

Please note that unsuccessful candidates will not be contacted.

