



IDM invites applications from suitably qualified and experienced individuals for the following position tenable in Gaborone, Botswana.

## EXECUTIVE ASSISTANT

The Institute of Development Management (IDM) is a regional organisation, with campuses in Botswana, Lesotho and Eswatini providing Education, Training, Research and Consultancy services. IDM invites applications from suitably qualified candidates for the position of Executive Assistant. The ideal candidate should have experience working in a corporate environment, performing administrative duties, and providing support to executives.

### MAIN PURPOSE OF THE JOB

To be a supportive force who empowers the IDM Executive Management. To build strong relationships with internal and external stakeholders. In accordance with established guidelines and criteria, ensure smooth functioning of the office on a day-to-day basis by managing the flow of information from the Regional Director's (RD's) office to the executive management and staff. The Executive Assistant will be a problem solver, possessing exceptional communication skills with studious attention for details. Given the dynamic nature of the executive landscape, the executive assistant will be flexible and consistent while maintaining the requisite confidentiality and integrity standards as required by the office.

### KEY PERFORMANCE AREAS AND RESPONSIBILITIES

- Prioritises administrative and secretarial work and monitors work in progress to ensure timeous completion thereof.
- Coordinates internal and external meetings as well as providing full secretarial and administrative support to the RD.
- Manages and coordinates the flow of information into and out of the office and ensures the efficient and timely response to correspondence.
- Manages IDM executives' administrative logistics and activities, including accommodations, transportation, and other meeting modalities.
- Drafts speeches, policy position and option papers as directed.
- Attends meetings as required and ensures that accurate minutes are prepared and distributed.
- Carries out research on behalf of the RD as directed and prepares draft reports and recommendations thereof.
- Manages professional and personal scheduling for the

RD, including meetings, mail, email, phone calls, client management, and other Institutional logistics.

### EDUCATION AND EXPERIENCE

**Qualification:** A Degree in Business Management, Business Administration, or any relevant field. A Master's Degree will be an added advantage.

**Experience:** A minimum of 3 years post qualification, experience in office administration, preferably in an educational or research institute environment. Previous experience in research would be an additional advantage.

### KEY COMPETENCIES

- Organisational and coordinating skills
- Strong interpersonal and communication skills.
- Innovative and pro-active.

### REMUNERATION

IDM offers an attractive remuneration package commensurate with qualifications and experience.

Applications, accompanied by a detailed CV, contact details, certified copies of educational qualifications and contact details of three referees, should be addressed to:

The Regional Director  
Institute of Development Management  
P.O. Box 60167  
Gaborone  
Botswana

and **sent electronically** to:

[ro-recruitment@idmbis.ac.bw](mailto:ro-recruitment@idmbis.ac.bw) by close of business on the **18<sup>th</sup> August 2023**.

Applicants are requested to quote the job title on the email's subject line.

**N.B: The position is tenable in Gaborone, Botswana.**