TERMS OF REFERENCE
Maternity Cover Temporary Contract
Executive Assistant

The International Water Association is a worldwide network for water professionals and corporations, with a membership in the fields of water services, infrastructure engineering and consulting. It connects more than 10,000 experts within the international water sector. IWA is a network structured to promote multi-level collaboration among its diverse membership groups, to share the benefit of knowledge on water science, technology and management worldwide.

Each year, IWA organizes and sponsors over 40 specialized conferences and seminars on a wide variety of water and sanitation topics worldwide. Further, IWA publishes 14 scientific journals and 40+ books per year. IWA develops leading edge innovations and synthesizes these through the work of 50 IWA Specialist Groups (SGs), 3 Clusters and a set of global programmes such as, Cities of the Future, Basins of the Future, Digitalization of Water, and Innovators Platform.

Under the supervision of the Executive Director, the Executive Assistant has the following responsibilities:

1. To provide support to the Executive Director in delivering IWA overall strategic objectives (75%)
   - To provide administrative services including diary management, booking meetings, planning events, organizing travel and preparing travel itineraries.
   - Upon request, prioritize emails and respond where appropriate, manage the email boxes and communication on behalf of the Executive Director.
   - To work closely with the Executive Director and Management Team to arrange meetings and prepare briefing materials for the Executive Director.
   - To provide administrative support in the delivery of assignments and initiatives on behalf of the Executive Director’s office as and when required.
   - To ensure all correspondence and relevant materials are produced in a timely and accurate
manner.

- To produce reports for the Executive Director as and when required.
- To follow up on action points from meetings on behalf of the Executive Director.
- To provide administrative support to the Executive Director in the leadership and management of the organisation.
- To ensure the busy schedule of the Executive Director is run smoothly and efficiently.
- Upon request, travel to support the Executive Director during his travel/business trips and IWA conferences.
- The flexibility to work additional/out of hours as necessary to fulfil the requirements of the role and meet the business needs.
- Readiness to be contacted out of office hours.

2. **IWA Board of Directors’ Meetings (5%)**
   - Provide support on the IWA board of directors’ meetings.
   - Upon request, travel to attend and support IWA board meetings.
   - Coordinate meeting arrangements.

3. **President Support (10%)**
   - Upon request, coordinate the IWA President’s travel planning / schedule.
   - Coordinate agenda and commitments per event.
   - Upon request, assist the Past President with travel arrangements.
   - Deal with other occasional events and urgent requests.

4. **Overall (10%)**
   - Complete expenses reports, credit cards statement processing, and administrative duties for President, Members of the Board of Directors, and Executive Director.
   - Perform general office duties such as printing, scanning and photocopying.
   - Manage phone calls and emails.
   - Contribute to the team spirit and excellent ambiance in the IWA Secretariat and in
working with partners.

- The flexibility to work additional / out of hours as necessary to fulfil the requirements of the role and meet the business needs.
- Readiness to be contacted out of office hours.
- Jug of water and newspaper to be placed in office at the beginning of the day.
- 5 minute reminder ahead of meetings.

The above job description contains the main duties and responsibilities for this position. However, in a small organisation such as the IWA, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and missions that are reasonably allocated to them but which are not part of their regular job description. Where any task becomes a regular part of an employee’s responsibilities, the job description will be changed in consultation with the employee and the Executive Director.

REQUIRED SKILLS & EXPERIENCE

- 2-5 years’ experience of providing secretarial and administrative support for Senior Executives (preferable in an international environment).
- Ability to work under pressure to agreed deadlines and adapt to change.
- Ability to retrieve information from relevant sources through research.
- Assuring discreet handling of business and ability to handle confidential and sensitive material.
- High level of personal responsibility and proactive approach to tasks.
- Proficient IT skills in Microsoft Office.
- Time management skills.
- Excellent written and spoken communication skills in English.
- Excellent interpersonal skills.
- Ability to work in a diverse team.
- The flexibility to work additional / out of hours as necessary to fulfil the requirements of the role and meet the business needs.
Work percentage: 100% (35 hours per week)

Duration: 2 Months with a possibility of an extension

Duty station: IWA Global Operations Office, London, UK

Reporting to: Executive Director

Salary: £28,000 - £35,000

Hybrid working pattern: (Monday & Friday wfh) Tuesday - Thursday in the office.

(There might be a need to attend the office on the odd occasion on a Monday or Friday depending on the Executive Director’s business needs)

How to apply:
Applicants are asked to submit their CV in English and a supporting letter of motivation along with the names and contact details of two referees.

Applications should be submitted by e-mail to recruitment@iwahq.org.

IWA is an equal opportunity employer.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED