

<b>Job Title</b>	<b>Management Trainee - Executive Personal Assistant</b>
<b>Directorate</b>	Personal Data Protection Office
<b>Department</b>	National Personal Data Protection Director's Office
<b>Reporting to</b>	Executive Personal Assistant
<b>Salary Grade</b>	N7
<b>Jobs that report to this role</b>	None
<b>Job Purpose</b>	
Providing versatile secretarial and administrative support to the National Personal Data Protection Director's Office.	
<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Providing office administration and secretarial services to the National Personal Data Protection Director's Office;</li> <li>• Arrange and maintain records of meetings, workshops, and conferences;</li> <li>• Managing facilities, equipment, and consumables in the Personal Data Protection Office;</li> <li>• Maintaining confidential manual and electronic filing systems;</li> <li>• Responsible for all the Personal Data Protection Office correspondences including replies to letters/queries;</li> <li>• Responsible for proper maintenance of the National Personal Data Protection Director's diary and scheduling of appointments;</li> <li>• Coordination of Board and Executive Committee Management meetings;</li> <li>• Attending to the relevant official visitors and directing them accordingly in liaison with the reception official.</li> <li>• Any other duties as may be assigned by the supervisor from time to time.</li> </ul>	
<b>Position Requirements</b>	
<b>Education</b>	
<ul style="list-style-type: none"> <li>• A minimum of a degree in Secretarial or Business Studies or Social Sciences, Business Administration, or any other relevant qualification from a recognized University.</li> <li>• A post-graduate qualification or internationally recognized professional qualification in a relevant field is an added advantage;</li> </ul>	
<b>Experience</b>	
At least three (3) months of experience working as an executive personal assistant, secretary, public relations officer, customer care officer or administrative officer, or similar position with a reputable public or private commercial donor-funded organization.	

<b>Technical Expertise</b>
<ul style="list-style-type: none"> <li>• Computer skills in Office based applications;</li> <li>• Hands-on office administration and secretarial skills</li> <li>• Excellent typing skills</li> <li>• Confidentiality, Diligence &amp; Reliability</li> <li>• Ability to use relevant presentation tools</li> <li>• Hands-on records management skills are an added advantage</li> </ul>
<b>Nature and Scope</b>
<b>Interpersonal Skills</b>
<ul style="list-style-type: none"> <li>• Organizing and coordination skills</li> <li>• Time managing skills</li> <li>• Pleasant with good interpersonal skills</li> <li>• Excellent customer relations skills.</li> </ul>



