



📍 14th Senchi Street , Airport Residential Area
Accra - Ghana
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🌐 www.impactinvestinggh.org

About Impact Investing Ghana

Impact Investing Ghana (IIGh) is the Ghana National Advisory Board for Impact Investing. We are an independent private-sector-led initiative promoting sustainable development and advancing the development of the impact investment ecosystem in Ghana. Established as a nonprofit, IIGh is Ghana's representative to the Global Steering Group (GSG) for Impact Investing, the successor to the Social Impact Investment Taskforce established by the G8. The GSG's National Advisory Boards (NABs) currently cover 42 countries and provide a global platform to drive investment and increase visibility for its members globally. IIGh aims at tackling Ghana's pressing social and environmental challenges by driving more capital to deliver real impact. IIGh has an ambitious plan to support the growth of impact ventures and to catalyze \$ 5 billion in impact funds for investment in impact ventures in Ghana and the West African sub-region.

Job Description:

We are seeking a dedicated and organised Executive Assistant to support the CEO primarily and provide additional support to executive team members, as directed, to ensure that organisation goals and objectives are accomplished and that operations run efficiently. The ideal candidate will have strong writing skills and be proactive, detail-oriented, and able to handle various administrative duties with efficiency and confidentiality.

Job Description

1. Prepare agendas for executive meetings and meetings with the CEO, taking minutes and conducting follow-ups after executive meetings.
2. Provide comprehensive administrative support to the CEO, including managing her calendar, scheduling appointments, and coordinating meetings.
3. Handle all incoming emails, and correspondence on behalf of her prioritizing and responding to them appropriately.

4. Assist in organizing and maintaining files, records, and documents electronically.
5. Make travel arrangements and accommodations as required, including booking flights, hotels, and transportation.
6. Prepare reports, presentations, and other documents as requested.
7. Preparing facilities for scheduled events and arranging refreshments, if required.
8. Serve as a liaison between the CEO and internal and external stakeholders, maintaining professional and effective communication at all times.
9. Assist in managing office supplies and ensure meeting rooms are stocked with essentials such as water, tea, and meeting documents.

Requirements:

1. Bachelor's degree in Business Administration, Management, or a related field preferred.
2. Completed National Service
3. Proven experience as a Personal Assistant or similar role, preferably supporting high-level executives.
4. Excellent organizational and time management skills, with the ability to multitask and prioritize effectively.
5. Strong communication and interpersonal abilities, both written and verbal.
6. Proficiency in Microsoft Office Suite and other relevant software applications.
7. Discretion and confidentiality when handling sensitive information.
8. Excellent written and verbal communication skills.

Reporting to: Impact Investing Ghana CEO

To apply: Email a cover letter and CV to hr@impactinvestinggh.org

Deadline: 21/06/2024, however, applications will be viewed on a rolling basis so early applicants will have an advantage.



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