



## VACANCY

### Personal Assistant and Office Administrator

Grading: C2

---

#### About the Role

PAN seeks a highly organized and confidential **Personal Assistant and Office Administrator** to support the Chief Executive Officer. The role involves managing schedules, communication, events, and daily operations of the CEO's office, while supervising the Utility Officer and providing high-level administrative support.

---

#### Key Responsibilities

- Manage CEO's correspondence, calendar, meetings, and travel.
  - Draft official communications and handle sensitive documents.
  - Liaise with stakeholders on behalf of the CEO.
  - Coordinate events, board meetings, workshops, and office operations.
  - Supervise the Utility Officer and ensure office cleanliness and logistics.
  - Maintain procurement records, inventory, and general admin support.
  - Support budgeting, claims, and travel logistics for staff.
- 

#### Minimum Requirements

- Bachelor's Degree in Office Administration or related field (Honours is an advantage).
- Minimum 3 years' experience in executive administration or office management.
- Advanced Microsoft Office and ICT proficiency.
- High discretion, attention to detail, organizational skills, and stakeholder sensitivity.

---

### **Application Procedure**

Submit your application via [www.jobopportunities.net](http://www.jobopportunities.net) including:

- Cover Letter
- Detailed CV
- Certified Qualifications

**Deadline:** 11 August 2025 @ 7:00PM