



JOB DESCRIPTION

Job Title:	Executive Assistant to the Director
Location:	Global Studies University, The Africa Institute (AI), Sharjah, United Arab Emirates
Expected Starting Date:	For immediate hire
Job Status:	Full-time
Role Purpose:	Responsible for providing high-level professional administrative support

About The Africa Institute of the Global Studies University:

The AI is a newly established, research-focused graduate studies institute and think tank. AI is established as a cultural and academic unique addition to the study of Africa and its diaspora, in addition to its unique emphasis on Afro-Arab historical relations and linkages. AI will contribute to advancing knowledge production about Africa and its people, their social, cultural, and intellectual heritage, and contributions to human civilization at large. This will be accomplished through research, teaching, and contribution to the development of related academic disciplines in the humanities and social sciences. The institute is working to develop degree programs at the Masters and Ph.D. levels, in relation to Africa and the emerging studies of the global African diaspora, in addition to a special diploma in African languages. For more information about AI check: www.theafricainstitute.org

Summary of Position:

The Africa Institute (GSU) is seeking a highly organized and efficient executive assistant to support the director of the institute. The candidate should be adept at handling administrative tasks, managing schedules, and facilitating communication between the director and various administrative managers and heads of departments. The executive assistant plays a crucial role in ensuring the director's office functions seamlessly, providing essential support to enhance its operational efficiency and effective management. Given the nature of the directors office, the executive assistant should be flexible and consistent, while maintaining the confidentiality of high-level management and operations.

Qualifications and Skills:

- The ideal candidate must hold a Master's degree in a relevant field, or a Bachelor degree with a minimum of five years' experience in a relevant position.
- Excellent written and verbal communication skills. Preferably bilingual and fluent in both English and Arabic languages.
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects.
- Strong organizational and multitasking abilities, with meticulous attention to detail.



Objectives:

- Support the director primarily and provide additional support to executive team members, as directed to ensure that institute goals and objectives are accomplished, and its operations run efficiently.
- Manage communication with external and internal entities by liaising with executive administrators, members of the faculty, and other employees on various administrative projects and tasks.

Responsibilities:

- Prioritize and manage the director's professional and personal scheduling, including arranging meetings, coordinating appointments, and preparing agendas.
- Coordinate complex scheduling and calendar management, oversee the flow of information, record meetings, and follow up on action items to ensure productivity and positive outcomes.
- Draft, proofread, and edit various documents such as emails, reports, and presentations on behalf of the director.
- Handle sensitive information discreetly and maintain confidentiality in all aspects of the role.
- Manage travel logistics, including accommodations and transportation arrangements.
- Provide administrative and office support as needed.
- Maintain professionalism and strict confidentiality.
- Organize communications and plan events as required.

Deadline:

Position open until filled.

If you are interested, kindly send an email with your CV and a Cover Letter to the following email: careers@theafricainstitute.org. Please mention the position you are applying for in the subject line.

"Salary and further compensation commensurate with degree and experience. Benefits package includes health insurance, housing and transportation, children school fees allowances subject to coordination of benefits."

"The Africa Institute is committed to fair employment practices and encourages women and men of all national, ethnic and religious backgrounds to apply and join our expanding team. UAE nationals are encouraged to apply."