Job Title: Principal Associate, Executive Secretariat

Directly Reports To: Head, Executive Secretariat

Location: East Legon, Accra

1.0 JOB PURPOSE

The Principal Associate, Executive Secretariat will provide high-level administrative, coordination, and documentation support to the Head, Executive Secretariat, thus ensuring the efficient functioning of the Executive Secretariat. The role will support executive schedule management, preparation of meeting documentation, monitoring of priority deliverables across Practice Areas, and coordination of engagements with both internal teams and external stakeholders, all aimed at enhancing executive effectiveness and ensuring timely, well-coordinated operations at the Executive Secretariat. The Principal Associate, Executive Secretariat, will work closely with the Executive Secretariat Team to ensure seamless operations and effective coordination across internal teams and external stakeholders. The role is structured around Scheduling & Calendar Management, Meetings Preparation & Documentation Support, Practice Leads/Teams Priority Deliverables Tracking, External Stakeholders Engagements & Reporting, and Internal Teams Coordination Support.

2.0 JOB DESCRIPTION

2.1 Scheduling & Calendar Management

The Scheduling & Calendar Management role includes:

- Manage and coordinate calendars for Executive Leadership, ensuring effective prioritisation of engagements.
- Schedule and coordinate meetings, appointments, and executive sessions across multiple stakeholders.
- Optimise time and resource allocation in line with organisational priorities.
- Proactively resolve scheduling conflicts and adjust plans based on emerging priorities.
- Ensure meetings are supported with required pre-read briefings and materials and coordination to enable effective participation.

2.2 Meetings Preparation & Documentation Support

The Meetings Preparation & Documentation Support role includes:

- Coordinate and organise Executive Leadership, board, and strategic meetings.
- Prepare briefing materials, reports, and presentations for executive engagements.

· Coordinate meeting logistics, including venues, virtual meeting arrangements, and collation/preparation of required meeting documentation.

- Record, prepare, and distribute accurate meeting minutes of the Executive Leadership, including clear action items and timelines, through Action Registers.
- Maintain structured documentation and tracking of decisions and follow-up actions.

2.3 Practice Leads/Teams Priority Deliverables Tracking

The Practice Leads / Teams Priority Deliverables Tracking role includes

- Track priority deliverables across Practice Leads and teams, on behalf of Executive Leadership.
- Monitor progress, identify risks and potential delays, and escalate issues where necessary.
- Ensure alignment of team outputs with organisational priorities and executive directives.
- Provide regular status updates and structured performance tracking reports.
- Follow up on action items to ensure timely completion and adherence to set timelines.

2.4 External Stakeholders Engagements & Reporting

The External Stakeholders Engagements & Reporting role includes:

- Coordinate high-level meetings and engagements between Executive Leadership and key stakeholders, including clients, partners, and board members.
- Serve as the main point of contact to ensure clear communication and follow-ups.
- Monitor stakeholder engagements and ensure timely delivery of reports and feedback, when required.
- Support relationship management and stakeholder experience.
- Prepare executive briefing packets including summary notes, background info, meeting participants, etc. for the attention of the Executive Leadership ahead of meetings.

2.5 Internal Teams Coordination Support

The Internal Teams Coordination Support role includes:

- Facilitate clear communication and coordination between Executive Leadership and internal teams.
- Manage official emails and correspondence, on behalf of the Executive Leadership
- Support the Executive Leadership with execution of cross-functional projects and strategic priorities.
- Ensure consistency and alignment in communication across teams.

- Manage sensitive and confidential information with high-level discretion and professionalism.
- Support projects, activities and initiatives driven by the Executive Secretariat.
- Prepare agendas and ensure internal meetings involving Executive Leadership are well coordinated, with clear action items recorded and followed up.

3.0 JOB REQUIREMENTS

- A minimum of a bachelor's degree in Business Administration, Public Administration, Management, or a related field from a recognised institution.
- Possession of a postgraduate degree or a professional certification (e.g., Certified Administrative Professional) is highly recommended.
- A minimum of 4-6 years of professional experience in executive administration, secretariat support, or senior management coordination roles.
- Demonstrable experience supporting senior executives, leadership teams, or institutional governance processes is an advantage.
- Experience working in a consulting, professional services, or corporate environment will be an added advantage.
- Fluency in French is an added advantage

4.0 SPECIFIC COMPETENCIES

- Exceptional ability to plan, prioritise, and manage complex schedules for senior leadership.
- Excellent report writing, correspondence drafting, and minute-taking skills
- Flexibility with working schedules/times is required for the role
- High-level of attention to detail and accuracy
- Strong ability to communicate clearly and maintain professional relationships with internal and external stakeholders.
- Ability to handle highly sensitive and confidential information with discretion
- Strong administrative and logistical coordination capability
- Ability to handle multiple priorities within tight timelines
- Proficiency in Microsoft Office Suite and digital collaboration tools (Word, Excel, PowerPoint).
- Skills in supervising or mentoring junior staff within the Executive Secretariat.