

New Sight Congo Position Summary



Position:	Executive Assistant to Founding Director
Location:	Republic of Congo
Reports to:	Founding Director
Remuneration:	To be discussed
Hours and Term:	This full-time position requires a minimum of 6 month commitment
Start Date:	Available immediately
Website:	www.newsightcongo.com

Background - About New Sight:

Four in five blind people in this world are needlessly blind. They are needlessly blind because we can do something to either prevent or treat their blindness. When is restored, lives are transformed – for patients, families, and even the whole community. New Sight Eye Care is a charity registered in the UK and in HK. It pioneered its first non-profit eye surgical centre in the Republic of Congo in April 2012. It is growing rapidly and is undergoing exciting expansion. We are looking for like-minded people passionate about giving the priceless gift of sight in an underserved area.

Position Purpose:

The Executive Assistant (EA) will provide support to the Founding Director (FD) with the operations and development of New Sight Eye Care. This very important role will directly contribute to increasing New Sight's capacity to give sight and transform lives in the Republic of Congo. This is a unique opportunity to experience life in Africa, to work closely with a highly motivated and dynamic FD to create a lasting impact on the community.

Position key Responsibilities:

- Provides executive support in a one-on-one working relationship with the FD
- Completes a broad variety of administrative tasks for the FD including: managing schedules; arranging travel plans; basic book-keeping; composing and preparing correspondence that is sometimes confidential; and compiling documents for reports and meetings
- Researches, prioritises, and follows up on incoming issues and concerns and addressed to the FD. Determines appropriate course of action, referral, or response
- Works closely and effectively with the FD to help her research and keep her well informed
- Manages special projects assigned by the FD

Qualifications:

- Passionate about the mission of New Sight, and willing to work hard for its vision
- Ability to adapt quickly, flexibility and emotional maturity to live in Congo
- Strong organisational skills and the ability to prioritise multiple competing tasks
- Must have good written and verbal communication skills in English. Chinese and French a bonus but not necessary
- Strong interpersonal skills to build relationships with stakeholders, including staff, board members and external partners
- Proficient in Microsoft Word, Excel and Powerpoint

How to Apply:

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, in Microsoft Word or PDF formats, to Joanne Stokes joanne@newsightcongo.com. Please include your name and the position title, Executive Assistant to Founding Director (Congo-based), in the email subject line.

New Sight Eye Care is an equal opportunity employer that values diversity of all kinds and encourages candidates from all backgrounds to apply for this exciting new opportunity.