

JOB VACANCY

Executive Assistant and Human Resources Officer

Background

The Partnership for African Social and Governance Research (PASGR) is an independent, non-partisan pan-African not-for-profit organisation established in 2011 and located in Nairobi, Kenya. Currently engaged in more than 26 African countries, PASGR works to enhance research excellence in governance and public policy that contributes to the overall wellbeing of women and men.

The Executive Assistant/HR Officer will provide a wide range of assistance to the Executive Director's office, Human Resources Management and general office administration. The jobholder will support the management of operations in the Executive Director's office, including coordinating workflows, work schedules, diary and information management as well as tracking progress on key corporate initiatives. S/he will report to the Executive Director at PASGR.

The Position

The job holder will be responsible for developing and executing PASGR's human resource strategy, policies, processes and procedures in line with the overall corporate objectives in the areas of organization design, talent management, resourcing and organization cultures. The level of responsibility associated with the position as an Executive Assistant and HR Officer will require the job holder to work independently, and with a high degree of diplomacy and sensitivity for confidential issues.

Key Responsibilities

Executive Office Support to the Executive Director

- Manage ED's calendar/diary and prioritize multiple tasks for the effective functioning of the ED's office, ensuring appointments and meetings are efficiently organized, coordinated and logistical arrangements to enable the ED to operate effectively.
- Organize, co-ordinate meetings and prepare minutes and compile background materials (briefing notes and talking points) for SMT and external meetings with officials from a diverse international stakeholder network.
- Serve as the primary point of contact for internal and external stakeholders on behalf of the ED, ensuring effective communication and documentation to and from the ED's office while ensuring confidentiality.
- Coordinate the ED's multi-time zone calendar, prioritizing meetings with key stakeholders including government officials, donors, and partners, and coordinating logistics for international trips with over.
- Streamline communication between the ED's office and Senior Management Team (SMT) and Staff by facilitating regular briefing process and expediting decisions on key strategic priorities.
- Draft and refine the ED's correspondence, talking points, and presentations for audiences ranging from African Union ministers to farmer organizations, ensuring messages are clear, consistent, and mission aligned.

Facilitate and Support Activities of the Board of Directors

- Manage sensitive board documents and action items, handling distribution, tracking deadlines, and following up with respective parties, to improve board meeting readiness and accountability.
- Support leadership alignment by organizing executive retreats and strategy sessions, coordinating agendas, materials, and logistics so senior leaders could focus on collaboration and planning
- Coordinate board and donor meetings, including scheduling, logistics, materials preparation, and minute-taking.
- Plan, coordinate, monitor and make complex travel and logistical arrangements for the ED, Board and the SMT.

- Arrange travel amenities as needed, including visas, flights, accommodations, travel insurance and itineraries, while catering to all preferences and special requests.
- Maintain hard copy and electronic files and reference materials for the ED's office and ensure safekeeping of confidential records as required.
- Support Programmes and Institutional activities as directed by the ED while tracking progress, deadlines, and deliverables, ensuring follow-through on assigned tasks.

Human Resources Management

- Support the Eds office to execute PASGR's human resource and talent strategy as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manage the talent acquisition process, which includes recruitment, interviewing, and selection of qualified applicants;
- Collaborate with programme managers to understand skills and competencies required for open positions.
- Coordinate onboarding and orientation of all new employees, resolve employee relations issues, coordinate and manage resolution of employee disciplinary, grievances and complaints as well as the employee separation process.
- Coordinate the implementation of the process of staff performance management system including supporting the Board in the appraisal process of the Executive Director.
- Ensure accurate and safe custody of relevant HR records including staff personnel files and payroll documents ensuring data integrity is maintained within PASGR records and systems.

Policy Documentation and Implementation

- Coordinate the implementation of PASGR's human resources management information systems.
- Implement the Human Resources Policy and fast track institutional efficiency.
- Analyse trends in compensation and benefits; research and propose competitive base and incentive pay programs to ensure the PASGR attracts and retains top talent.
- Develop staff learning and development programs and initiatives that provide internal development opportunities for employees.
- Review and lead the drafting of policies and procedures on human resources and administration matters for consideration and approval by the Board.
- Advise the ED, the SMT and the Board appropriately on matters HR.
- Facilitate documentation of all institutional policies at the disposal of the ED.

Office Administration

With support of an **Office Administrator or HR Assistant**, under your supervision, you will be responsible for supporting the implementation of PASGR's logistical and administration strategies including:

- Supervise day-to-day operations of all administrative and logistical support areas to ensure PASGR's smooth running including office space, access and safety, furniture and equipment, and other administrative contracts.
- Administration of staff welfare and benefits requirements including but not limited to medical cover, group life /accident cover, employee liability policy, pension scheme and staff association welfare.
- Any other related responsibilities that may be assigned by the line manager from time to time.
- Manage partnerships with other organizations by initiating MoUs, Letter of Intention to collaborate etc.

Specification and qualifications

Education:

- Bachelor's Degree in relevant disciplines (like Law, Human Resources or Social Sciences) from internationally recognized University.

Experience:

- Minimum of eight (8) years relevant working experience of progressively relevant and practical experience in Executive Office Support.
- Human Resources management preferably in an international organization or in medium sized private sector firm.
- Experience delivering high-level administrative, governance, and operational support to C-suite executives, Boards, and leadership teams across multinational organizations, and NGOs.
- Strong expertise in executive office management, board coordination, diary and travel management, governance support, and stakeholder engagement within complex, fast-paced environments.
- Proven ability to manage executive offices, board processes, budgets, major events, international travel, and organizational transitions, including office set-ups and global board engagements involving multimillion-dollar budgets.
- In-depth knowledge of Kenyan labour laws and all related statutes and HR best practices.

Essential knowledge and skills:

- Excellent relationship management skills necessary for interaction with stakeholders at country, regional and multi-lateral level including V-VIPs.
- Highly organised with the ability to work independently with minimum supervision.
- Demonstrate high level of integrity, confidentiality, discretion, communication and Interpersonal skills.
- Ability to interact with staff at various levels in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism, maturity and confidentiality.
- Experience in Executive Support, Board Administration, Calendar Management, Travel Coordination.
- Experience handling Meeting Minutes, giving Governance Support, and Stakeholder Coordination.
- Budget Management, Executive Communications, Board Inductions, Leadership Coordination, Confidential Administration, and Executive Scheduling.
- Conversant with Event Planning, Office Operations, Diary Management, Report Preparation, Presentation Support, Cost Control, Vendor Coordination and Document Management.

Additional Skills

- **Proficient in MS Office** and knowledge of Human Resources Management Systems (HRMS) is a plus.
- **Communication:** Excellent written and verbal communication skills in English to effectively share insights and recommendations.
- **Stakeholder Engagement:** Strong interpersonal skills to collaborate with diverse teams and stakeholders involved in development projects.
- **Organizational & Coordination:** Strong organizational and coordination skills to manage complex activities and deadlines.
- **Curiosity and Creativity:** An analytical mindset with a curious nature to explore different approaches and creative solutions for current and future challenges.
- **Attention to Detail:** Meticulous attention to detail to ensure the accuracy and reliability of information recorded and communicated.

Application process

Interested candidates for the role are required to submit a formal application for this position. All applications should include:

- a) A cover letter explaining their interest in the position, and relevant experience.
- b) A CV/resume, demonstrating relevant experience and including contact information (5 pages maximum).

Applications should be submitted with the subject clearly indicating "EA/ED/2026:Executive Assistant" by no later than Wednesday 5th August 2026, 5.00p.m. EAT to recruitment@pasgr.org.

PASGR is an equal opportunity employer.