Function: Office of the CEO	**Job Title:** Executive Assistant	**Job Grade:** N/A
Department: Office of the CEO	**Duty Station:**	Kampala
Line Manager: Deputy Chief Executive Officer	**Supervises:** N/A	

Job Purpose:

Enhance the Deputy CEO's effectiveness through strategic execution, analytical insight, project coordination and executive administration. Independently manage office matters within delegated authority, maintain continuity during his absence and enable his focus on critical business priorities

Internal Stakeholders	**External stakeholders**
• CEO • EXCO • Heads of Departments • Country Leaders and Senior Managers	• Business Partners • Advisers • Service Providers • Other Relevant Stakeholders.

Functional Outputs/Activities per key performance area:

Strategic Planning and Execution

- Translate executive priorities into action plans with clear owners, milestones and timelines.
- Coordinate departmental inputs and maintain a consolidated priorities tracker.
- Monitor implementation, identify gaps and recommend corrective action.
- Follow through on directives and escalate barriers to delivery.

Project Management and Coordination

- Coordinate assigned strategic and operational projects from initiation to completion.

- Develop plans covering scope, deliverables, dependencies, resources and approved budgets.
- Track milestones, coordinate responsible teams and address bottlenecks.
- Maintain risk and issue logs, report progress and verify completion of agreed deliverables.

Business Performance Monitoring and Analytics

- Consolidate and analyse business performance information.
- Validate completeness and consistency with information owners.
- Develop dashboards and identify trends, variances, risks and opportunities.
- Present clear insights and recommendations using Excel and appropriate reporting tools.

Executive Office Management and Continuity

- Own daily office operations and assess incoming matters.
- Prioritise requests and independently resolve or route issues within delegated authority.
- Anticipate needs and maintain reliable workflows and follow-up.
- Sustain office responsiveness during the Deputy CEO's absence, with concise updates and timely escalation.

Executive and Administrative Support

- Manage the calendar, correspondence and engagements in line with business priorities.
- Protect time for strategic work and coordinate meeting packs, logistics and action records.
- Arrange travel, visas and itineraries. Coordinate office supplies, service providers and expense reconciliation.
- Maintain secure, accessible executive records.

Management Reporting and Decision Support

- Prepare executive briefs, management reports, presentations and Board materials as assigned.

- Research issues and present concise summaries, options and recommendations.
- Review submissions for accuracy, completeness and readiness.
- Maintain decision records, track resolutions and highlight matters requiring executive attention.

Stakeholder and Cross-Functional Engagement

- Link the office with internal leaders and external stakeholders.
- Communicate approved decisions, confirm owners and timelines, and follow through on commitments.
- Represent the office in delegated engagements.
- Handle sensitive enquiries professionally and secure cooperation through diplomacy and constructive follow-up.

Process Improvement and Business Excellence

- Improve office workflows and coordination processes.
- Introduce practical digital tools and standard templates for tracking, reporting and records management.
- Support assigned change initiatives. Identify departures from approved procedures within the role's remit and coordinate corrective action with responsible owners.

Key Competence requirements

Leadership

- Strategic thinking
- Planning and work organisation
- Judgment and problem-solving
- Stakeholder influence
- Initiative and follow-through

Functional

- Executive office management
- Project management and execution
- Business analysis and decision support
- Executive communication and reporting
- Digital tools and records management

Behavioral (Core Values)

- Teamwork
- Integrity
- Innovation
- Customer Focus
- Accountability

Minimum Qualification Requirements:	Related Minimum Experience:
• Bachelor's degree in Business Administration, Management, Economics, Finance, Project Management or a related discipline. • Relevant project management, executive administration or business analysis certification is desirable. A relevant postgraduate qualification is an advantage.	• Minimum five years of relevant experience, including three years supporting a C-suite executive or equivalent. • Proven independent office management, project coordination, executive reporting and handling of confidential matters. FMCG, manufacturing or multi-country experience is an advantage.

Other Attributes include:

- Exceptional reliability
- Intellectual agility
- Sound judgment
- Business acumen
- Initiative, discretion, composure and attention to detail.
- Advanced Microsoft Office skills.
- Strong business writing and analysis.
- Power BI or equivalent reporting skills are desirable.

Job profile acknowledged by Employee

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Name	Signature	Date

Job profile approved by Line Manager

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Position	Signature	Date