VACANCY ANNOUNCEMENT:
Executive Assistant – Samuel Hall

Samuel Hall is seeking a highly motivated individual to join its team for a full-time position as a Executive Assistant (EA) to provide comprehensive executive support to the Director of the Development Unit and Resilience Pillar Lead, Hervé Nicolle, with emphasis on ensuring the smooth functioning of the pillar portfolio and the business development and strategic orientation of the company. They will also contribute to business activities and research work for the organisation’s offices across Asia, Africa, and Europe. The work requires a proactive and team-based approach in a complex environment; the ability to communicate effectively; and have high levels of reporting skills.

The Executive Assistant manages the Director’s calendar and e-mail, with attention to competing priorities and deadlines. The EA also ensures that the Director has access to necessary, accurate and timely information, carries out relevant research and provides informed recommendations. This position requires a high level of integrity and independent judgement, juggling priorities and multi-tasking with emerging and unpredictable events in a timely and sensitive manner. The position requires a commitment to high standard of service and continuous professional improvement. Competing deadlines and multi-tasking are the norm, so the EA must be able to plan workflow to deal with details, deadlines, peak periods, and unexpected situations. Excellent communication is required in communicating on behalf of the Director, drafting proposals, and summarising issues. When communicating on behalf of the Director or with regards to company matters, the EA consistently follows the direction of the Director, while maintaining professional tone and conduct. Considerable discretion and compliance with privacy protocols is essential as this position is privy to sensitive, complex, and confidential information.

Who We Are

Our research connects the voices of communities to changemakers for more inclusive societies. Samuel Hall is a social enterprise that conducts research, evaluates programmes and designs policies in contexts of migration and displacement. Our approach is ethical, academically rigorous, and based on first-hand experience of complex and fragile settings. With offices in Afghanistan, Germany, Kenya, Tunisia and the United Arab Emirates, we are based in the regions we study.

We have over ten years’ experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organisations and NGOs, as well public and private sector entities. It’s an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South’s high-potential, fast-growth social enterprises. For more information, please visit www.samuelhall.org.

WORK ENVIRONMENT: We work in a fast-paced, demanding, and challenging environment – you will be expected to grow with us and carve out your own spot in the team. We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and reliable team-players who can add value from the very start, expand our knowledge and help us to maximise our social impact.

Tasks & Responsibilities

- Manage the calendar and email inbox for the Director
- Organise, arrange and coordinate meetings including timely planning, note-taking and follow-up with minutes
- Coordinate priorities – and oversees progress on priorities - with research, administrative, and operational staff
- Act as the focal point with all staff in all offices to ensure smooth communications
- Communicate on behalf of the Director with the staff and external stakeholders
- Keep track of strategic objectives and follow-up on progress
- Summarize achievements/priorities on a weekly basis
- Prepare materials and briefing documents ahead of partner, donor and networking meetings.
- Identify and fill in research and business development gaps as required

Opportunities for Growth

Working at Samuel Hall means that you are contributing to ground-breaking, innovative, and rigorous work that bridges research, implementation and policy. Most of our training happens on the job, but as part of our investment in learning and development, everyone is encouraged to apply for up to five days of paid professional development leave and financial resources to enable them to acquire new skills and knowledge. We commit to helping you to:

- Grow within the organisation, with gradual increases in responsibility and accountability, and exposure to our different roles within the Development Unit.
- Grow to become a sought-after focal point for development and humanitarian actors, with the opportunity for continued learning, and the chance to become a key voice in your area of expertise.
- Grow your personal and professional network as we expand our list of partners.
## Vacancy Requirements

### Required
- A Bachelor’s degree in a relevant field
- Excellent spoken and written skills in English and French
- A minimum of one year experience in assistant tasks
- Strong coordination and communication skills
- Strong presentation and speaking skills
- Keen attention to detail
- Ability to be patient and to work well within a global team
- Ability to cope well under pressure, work occasionally irregular hours and meet tight deadlines
- Demonstrated interest in humanitarian and development work, foreign affairs

### Desirable
- A Master’s degree in a relevant field
- Prior knowledge of editing and research in contexts of migration, displacement, and international development.
- Prior experience in business development
- Past experience specific to the Middle East and North Africa, Central/South Asia and/or the East and Horn of Africa
- Knowledge of key donors, institutional frameworks and stakeholders

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<tr>
<th>Location</th>
<th>Nairobi or initially remote</th>
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<tbody>
<tr>
<td>Position</td>
<td>Executive Assistant</td>
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<tr>
<td>Contract duration</td>
<td>24 months, renewable, with a trial period</td>
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<td>Vacancy closure</td>
<td>Open until filled</td>
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<tr>
<td>Email for submission</td>
<td><a href="mailto:careers@samuelhall.org">careers@samuelhall.org</a></td>
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### How to apply
All applicants should send their cover letter and CV in separate PDF files; each labelled: "CL/CV – Full name of Applicant" with the email subject line clearly expressed: "Name – Executive Assistant”. Three samples of relevant work and three references should also be included.

Please provide current or previous salary information.

*Samuel Hall is an equal opportunities employer. Applicants who do not follow the required format will not be considered. Only selected applicants will be notified, and interviews are conducted on a rolling basis.*