

1. IDENTIFICATION SECTION

Title of Position: Executive Assistant to the Director General

Department: Office of the Director General

Grade: IBA 03

Reports To: Director- General

Other Jobs Reporting to this Office: Nine (9)

- Director Standards Licensing and Compliance
- Director Human Resource and Administration
- Director Corporate Communication
- Legal Counsel
- Manager Finance
- Risk Coordinator
- Internal Auditor
- Head Procurement and Supplies Unit
- Internal committees and task teams

Location: Head Office

Job holder: _____

2. Purpose of the Job:

To provide executive, administrative and strategic support to the Director General, ensuring effective coordination of the Office, monitoring of institutional priorities and timely follow-up of assignments and decisions.

3. Key Responsibilities

No	Accountabilities	Key Result Areas
1	Ensure the effective and efficient coordination and administration of the Office of the Director General, including management of the DG's diary, meetings, travel, correspondence, records and follow-up of assigned matters.	Executive and Office Administration
2	Support the Director General in monitoring the implementation of the Authority's Strategic Plan and performance targets, and provide timely updates on progress, emerging issues and areas requiring management attention.	Strategic Planning and Performance Monitoring
3	Provide the Director General with timely, accurate and concise analysis, summaries, briefs and other information required to support effective decision-making.	Executive Briefing and Information Management
4	Facilitate effective coordination and communication between the Office of the Director General, internal departments and external stakeholders to ensure timely attention to institutional matters and engagements.	Stakeholder and Institutional Coordination
5	Coordinate meetings and systematically monitor and follow up on decisions, assignments and action points arising from the	Meetings, Action Tracking and Follow-Up

	Director General's engagements to ensure timely implementation.	
6	Undertake research, special assignments, projects and strategic initiatives as directed by the Director General and provide appropriate reports, briefs and recommendations.	Special Assignments and Strategic Support
7	Performs any other duties that may be delegated from time to time by the Director General.	Any other duties

External Relationship

- Government Ministries and Departments
- Regulatory and statutory bodies
- Cooperating partners
- Industry stakeholders
- Private sector organisations
- Members of the public and other stakeholders, as appropriate

5. KNOWLEDGE AND SKILLS REQUIREMENTS

Education

- Grade School 12 Certificate with at least five (5) credits, including English.
- Bachelor's Degree in Business Administration, Public Administration, Management or a related field.
- Master's Degree in a relevant field will be an added advantage.
- Ability to prepare analytical and technical reports and communicate effectively in English.

Experience

At least five (5) years' relevant experience at management level.

Responsibility/span of control/people management

A managerial role, which demands knowledge and understanding of the Media Sector and Laws as well as rules and regulations.

Environment:

- Environmental Conditions:** Pleasant office conditions.
- Occupational Hazards:** Job is performed in normal office environment where the degree of discomfort experience is negligible.
- Physical Effort:** Minimal, as work is normally sedentary.

Decision making

- Exercise judgement in prioritising and coordinating matters brought to the Office of the Director General.
- Determine the appropriate administrative routing of routine matters received by the Office of the Director General.
- Make recommendations to the Director General on matters within the scope of the position.
- Escalate sensitive, urgent or strategic matters to the Director General for appropriate direction.
- Not make decisions reserved for the Director General, Board or other authorised officers of the Authority.

Communication

Excellent communication and people skills as the role require interaction at the highest level with all broadcasting houses and other stakeholders, including Government officials from Ministry of Information and Media, Competition and Consumer Protection Commission as well as International broadcast licensing bodies.

Work complexity-physical effort, mental effort

Should be able to prepare reports on performance under their direct control. The job has a high responsibility for designing and implementing appropriate standards and compliance policies and procedures for broadcasting houses which requires substantial mental effort associated with Policy formulation in accordance with legislative requirements and industry best practices.

Confidentiality and professional conduct

The Executive Assistant shall maintain the highest level of confidentiality in dealing with information accessed through the Office of the Director General.

The position requires a high degree of trust, discretion, integrity and professionalism, particularly in handling sensitive institutional, personnel, financial, regulatory and strategic information.

The officer shall comply with the Authority's policies, procedures, Terms and Conditions of Service, Code of Ethics and Conduct, and all applicable laws and regulations.

GENERAL RESPONSIBILITY

The Executive Assistant shall be responsible for ensuring that the Office of the Director General is efficiently coordinated and supported, enabling the Director General to focus on strategic leadership, regulatory oversight, institutional performance and stakeholder engagement.

The incumbent shall perform any other duties that are reasonably within the scope of the position and as may be assigned by the Director General.

Required competencies/Personal attributes/Skills

- Strategic thinking and analytical ability.
- Excellent communication and report-writing skills.
- Strong organisational and coordination skills.
- Sound judgement and problem-solving ability.
- Confidentiality, integrity and discretion.
- Stakeholder management skills.
- Ability to work under pressure and manage multiple priorities.

Analytical/ Problem Solving

- (a) **Analytical/ Problem Solving:** Should possess specialized and analytical thought processes, developing and formulating policies and procedures.
- (b) **Physical Skills:** Moderate physical effort associated with supervision and coordinating inspections of broadcasting houses
- (c) **Computational/ Numerical Skills:** Excellent numerical skills with the ability to develop and formulate regulation, compliance and enforcement of broadcasting standards.

6. JOB DESCRIPTION APPROVAL:

AGREED BY (SIGNATURE)

JOB HOLDER.....DATE:.....

DIRECTOR GENERAL.....DATE.....

PREPARED BY DATE.....