



## Job Description: Personal Assistant

**Position: Full-time Personal Assistant**

**Hours: Monday to Friday, 0830-1730**

**Location: HFW Office 602, 6th Floor, Regus Pramukh Towers, Westlands**

### **About the House of Fiscal Wisdom (HFW):**

The House of Fiscal Wisdom is the first African fiscal think tank with a 100 year vision on climate finance, tech, and Islamic finance to support the creation of a commission on financing development

### **Position Overview:**

We are seeking a highly organised, proactive, and versatile Personal Assistant to support the House of Fiscal Wisdom team. This role combines administrative duties with research support, requiring a unique blend of organisational skills and intellectual curiosity. The ideal candidate will be adept at managing complex schedules, handling communications, and conducting preliminary research to support the overall mission of HFW.

### **Key Responsibilities:**

#### 1. Administrative Support:

- Manage HFW calendar, including scheduling meetings, appointments, and travel arrangements
- Handle correspondence, including emails, letters, and phone calls
- Prepare and edit documents, presentations, and reports
- Organise and maintain filing systems, both digital and physical
- Coordinate logistics for meetings, conferences, and events
- Manage expense reports and basic budgeting tasks
- Make requisitions, prepare and submit invoices as instructed to Katiba Institute

#### 2. Research Assistance:

- Conduct preliminary research on topics related to HFW's work, including fiscal policy, economic development, and global finance
- Compile and summarise relevant articles, reports, and data for the Principal Investigator and Senior Fellow's review
- Assist in preparing background materials
- Help maintain HFW's database of contacts and resources

#### 3. Project Coordination:

- Assist in coordinating projects across different working groups within HFW
- Track project timelines and deliverables, ensuring deadlines are met
- Liaise with team members and external partners as needed
- Prepare progress reports and project updates

#### 4. Communication and Liaison:

- Act as the first point of contact for HFW, managing inquiries and requests
- Liaise with team members, donors, and other key stakeholders
- Assist in drafting and editing communications materials, including newsletters and social media content
- Help maintain HFW's social media presence

#### 5. Event Planning and Management:

- Assist in organising workshops, roundtables, and conferences
- Coordinate with speakers, attendees, and vendors
- Manage event logistics, including venue selection, catering, and technical requirements

**Qualifications:**

- Bachelor's degree in Business Administration, Economics, Law, Communications or a related field
- 3-5 years of experience as a personal assistant or in a similar role, preferably in an academic or research environment
- Excellent organisational skills with strong attention to detail
- Proficiency in Microsoft Office suite and experience with project management tools
- Strong written and verbal communication skills
- Basic understanding of economic concepts and global current affairs
- Research skills and ability to synthesise information from various sources
- Discretion and ability to handle confidential information
- Proactive problem-solving skills and ability to work independently
- Familiarity with data analysis tools and research methodologies

**Personal Qualities:**

- High level of professionalism and integrity
- Adaptability and ability to thrive in a dynamic environment
- Intellectual curiosity and eagerness to learn about global economic issues
- Cultural sensitivity and ability to work in a diverse, international context
- Commitment to HFW's mission of creating a more equitable global economy

This position offers a unique opportunity to work closely in the field of innovative economic, fiscal, tax, tech thinking and to contribute to work that could shape the future of global fiscal policy. The successful candidate will be joining a dynamic, forward-thinking team dedicated to creating a more just and sustainable global economy.

To apply, please submit your CV, a cover letter detailing your interest in and qualifications for this position, and two professional references to [admin@house-of-fiscal-wisdom.com](mailto:admin@house-of-fiscal-wisdom.com)

Application Deadline: 25th October 2024