

## **Job Advert: Executive and Research Assistant**

We are seeking a dynamic, highly organised, diligent and resourceful individual to join our team as an **Executive and Research Assistant**, to work closely with an executive professional on a range of projects spanning education, consultancy, research, content creation, and projects administrative support. The ideal candidate will be an adaptable self-starter who thrives in a fast-paced environment and is comfortable managing multiple responsibilities with precision and discretion; a fast thinker, a person of integrity, eager to learn and comfortable with multi-disciplines.

### **Roles:**

- . Manage professional diary excellently with minimum supervision
- . Carry out academic and organisational research for draft report and proposal writing
- . Write posts for social media handles and website updates
- . Content calendar management and updates
- . Reports, notes and minute writing
- . Manage and reconcile various professional portfolio assignments
- . Representation at select meetings
- . Prepare presentation materials for various portfolios as directed

### **Key Responsibilities:**

1. Scheduling and Organization: Manage calendars, schedule appointments, and make occasional travel arrangements
2. Communication: Handle correspondence, emails, phone calls, and social media handles for various portfolios
3. Task Management: Prioritize tasks, maintain to-do lists, and ensure deadlines are met.
4. Data Management: Maintain accurate records, databases, and files.
5. Problem-Solving: Handle unexpected situations, troubleshoot issues, and find solutions
6. Meeting Preparation: Prepare materials, agendas, and minutes for various portfolio meetings.
7. Special Projects: Assist with special projects, events, and initiatives.

### **Requirements:**

1. Excellent Communication Skills: Strong verbal and written communication skills.
2. Organizational Skills: Ability to prioritize tasks, manage multiple projects, and meet deadlines.
3. Discretion and Confidentiality: Ability to maintain confidentiality and handle sensitive information.
4. Technical Skills: Proficiency in various computer productivity tools.
5. Problem-Solving Skills: Ability to think critically and find solutions to unexpected problems.

### **Soft Skills:**

1. Integrity: a practising Christian, walking in good moral character, honesty and a commitment to Biblical standards in word and deed.
2. Intelligent, hard work and proactive: Takes initiative, acts intelligently, independently, anticipates needs, identifies opportunities, works to resolve challenges.
3. Hard working and adaptable: Will put in the critical effort to get work done; adaptable to changing priorities, schedules, and circumstances.
4. Attention to detail: ensures accuracy and attention to detail in work.
5. Teamwork: collaborates with colleagues, executives, and greatly diverse stakeholders.

**Additional Details**

**Work Type:** Full-time, and at least two Saturdays or a Saturday and Sunday a month (these will be recovered in week days when worked)

**Duty Station:** Netzah International School

**Start Date:** 01 June 2026

**Qualifications:** Bachelor's degree. At least two years' experience in similar position.

**Application Deadline:** 30 May 2026

Send application email, with application letter and all attachments in one PDF document to [dos@netzahschoolug.ac.ug](mailto:dos@netzahschoolug.ac.ug)