

VACANCY ANNOUNCEMENT

SCOPE OF WORK: Administration Associate & Executive Assistant to the CEO – Administration Team

Global Institute for Disease Elimination (GLIDE)

GLIDE seeks a keen, problem-solving individual to fill the role of Administration Associate & Executive Assistant to the CEO within its Administration Team. The post is located in Abu Dhabi. UAE nationals are strongly encouraged to apply.

The successful candidate will have experience in supporting senior-level executives, be computer literate and proficient in Microsoft applications. The successful applicant will be able to manage multiple priorities and be well organized.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The Administration Associate & Executive Assistant to the CEO will report directly to the Head of Administration (HOA) but also work closely with the CEO. The successful candidate will demonstrate a flexible, adaptable, and collaborative style to meet the demands of the Institute.

MAIN TASKS AND RESPONSIBILITIES

General Administration

- Support the Head of Administration (HOA) to ensure GLIDE's administration meets the highest standards.
- In charge of the contracts and payments log.
- Assist with the HOA with the renewal process of the licenses / leave contracts.
- Assist with the Health insurance broker to ensure the enrolling of new employees to the health insurance plan.
- Liaise with the Abu Dhabi Pension Fund. Enrolling Emiratis in the pension scheme.
- Create and provide HOA with memos and emails related to different transactions / payments when needed.
- Manage filing of all correspondence in hard and soft copies.
- Petty cash custodian. Execute all petty cash transactions.
- Maintain supplies inventory by checking stock and ordering when necessary and following up.
- Ensuring that all Credit Card monthly transactions are registered accurately and efficiently.
- Coordinating with external suppliers or vendors for office requirements.
- Assisting in the preparation of meetings (logistics and catering).
- Coordinate with, and assist, PRO & HR with the onboarding of new joiners.
- Maintain fixed assets lists in coordination with IT engineer.
- Help provide oversight to GLIDE's travel (checking flight costs and ensuring efficient and cost-effective alternatives are chosen).
- Stand-in for the HOD during any periods of absence.
- Any other administration role that are identified and implemented.

Executive Assistant to the CEO

- Support, maintain and help manage CEO diary.
- Support CEO travel arrangements, logistics and collating appropriate briefing materials.
- Print background materials for CEO on demand (briefs, academic articles, policy documents and other reports, as identified).
- Help arrange and organize internal and external meetings and events as necessary.
- Review, organize, and draft correspondence of the CEO (electronic and physical).
- Attend important internal and external meetings and draft meeting records.
- Responsible for ensuring that all personal issues related to the CEO are managed in a timely and accurate manner in coordination with the PRO. i.e., rent renewal, driver booking, family visas and medical claims.

QUALIFICATIONS, SKILLS, EXPERIENCE / COMPETENCIES

- Diploma or bachelor's degree.
- Minimum of 5 years of proven, relevant experience supporting senior-level executives.
- To maintain a high level of integrity and discretion in handling confidential information.
- Ability to multitask and work under pressure with strong organizational skills.
- Excellent English written and verbal communication skills. Second language especially Arabic would be an advantage
- Proven Microsoft Office skills

WORKPLACE

The post is based at the GLIDE office in Abu Dhabi.

START DATE

Q3 2024, two-year contract, with possibility of extension. Full-time position.

HOW TO APPLY

To apply for this position, please email a cover letter and CV to: econroy@glideae.org . Head of HR

Please include "Administration Associate & Executive Assistant to the CEO" in the subject line of your email.

ABOUT GLIDE

The Global Institute for Disease Elimination (GLIDE) is a global health institute based in Abu Dhabi, focused on accelerating the elimination of preventable infectious diseases of poverty: currently, malaria, polio, lymphatic filariasis, and river blindness, by 2030 and beyond. Founded in 2019 as the result of a long-standing collaboration between His Highness Sheikh Mohamed bin Zayed Al Nahyan, President of the UAE, and the Bill & Melinda Gates Foundation, GLIDE works to elevate awareness and engagement, advance elimination strategies, and foster and scale innovation. GLIDE works in partnership to help others go

further and faster towards disease elimination and eradication and seeks to build on country ownership and local solutions, promote integrated and health systems approaches, and engage catalytically for sustainable solutions.

For more information, visit our [website](#).