

# **Detailed Job Notification for Assistant Executive Officer (AEO) in an Educational Institution**

## **ASSISTANT EXECUTIVE OFFICER (AEO)**

### **Position Summary**

The Assistant Executive Officer provides high-level executive, administrative, and strategic support to the Executive Officer (EO). The role coordinates institution-wide initiatives, monitors implementation of Board and EO decisions, facilitates communication among campuses and functional departments, prepares reports and policy documents, and supports effective governance and organizational performance. The Assistant Executive Officer acts on behalf of the EO on delegated matters and serves as a key link between executive leadership and operational teams.

### **Key Duties and Responsibilities**

#### **1. Human Resource Support**

- Assist in recruitment and onboarding activities.
- Maintain personnel files and employee databases.
- Process leave applications, attendance records, and staff documentation.
- Support employee performance evaluation processes.
- Coordinate staff training and development programs.

#### **2. Monitoring and Reporting**

- Collect operational data from departments.
- Prepare periodic administrative reports.
- Track implementation of institutional projects and initiatives.
- Maintain performance monitoring records.
- Assist management in decision-support reporting.

#### **3. Quality Assurance Support**

- Assist in implementing quality management systems.
- Support institutional accreditation activities.
- Maintain quality assurance documentation.
- Monitor compliance with operational standards.
- Recommend process improvements and efficiency measure

#### **4. Administrative Support to the Board**

- Assist the Executive Officer in all Board-related administrative functions.
- Coordinate logistics for Board and Committee meetings.
- Maintain schedules, calendars, and meeting arrangements.

- Ensure timely circulation of meeting notices and documents.

## **5. Board Documentation and Records Management**

- Maintain Board records, resolutions, minutes, and governance files.
- Organize and archive Board documentation in accordance with record retention policies.
- Maintain registers of Board members, committee memberships, and attendance records.
- Ensure proper custody of confidential Board documents.

## **6. Follow-up on Board Decisions**

- Track implementation of Board resolutions and action items.
- Maintain Board Action Taken Reports (ATR).
- Coordinate with departments to obtain progress updates.
- Prepare status reports for review by the Executive Officer and Board.

## **7. Governance Compliance Support**

- Assist in maintaining statutory records and compliance documentation.
- Monitor compliance deadlines and reporting obligations.
- Support preparation of governance and regulatory reports.
- Assist during inspections, audits, and accreditation reviews.

## **8. Financial and Committee Support**

- Assist in preparation of Board financial reports and budget documents.
- Support Finance and Audit Committee meetings.
- Compile supporting documents for Board review.
- Maintain records of Board-approved financial transactions and projects.

## **9. Information and Reporting Support**

- Collect institutional data for Board presentations and reports.
- Prepare briefing notes, presentations, and information memoranda.
- Assist in compiling annual reports and strategic review documents.
- Maintain institutional performance dashboards.

## **10. Communication and Stakeholder Coordination**

- Facilitate communication between Board members and institutional departments.
- Coordinate requests for information from Board members.
- Support stakeholder engagement activities directed by the Board.

## **11. Secretariat Functions**

- Support the Executive Officer in performing Board Secretariat duties.
- Ensure compliance with meeting procedures and governance protocols.
- Maintain confidentiality and integrity of Board proceedings.

## **Required Qualifications**

- A postgraduate degree from a recognized university in Business Administration, Education, Public Administration, Management, Commerce, Social Sciences, Law, or a related discipline.
- A bachelor's degree with a professional qualification in Management or Administration may also be considered.
- Additional qualifications in Project Management, Human Resource Management, Finance, Educational Administration, or Information Systems will be an advantage.

## **Professional Training**

Preference will be given to candidates who have completed training or certification in one or more of the following areas:

- Executive and Administrative Leadership
- Educational Administration
- Human Resource Management
- Financial and Budget Administration
- Office and Institutional Management
- Digital Governance and Information Systems
- Communication, Negotiation, and Stakeholder Engagement

## **Experience**

### **Essential**

- **Minimum 10–15 years** of progressively responsible professional experience, with at least **5 years in a managerial or administrative leadership role.**
- Experience in educational institutions, universities, nonprofit organizations, government agencies, public sector organizations, or other large, complex organizations.
- Demonstrated experience in coordinating cross-functional teams and managing multiple projects simultaneously.
- Experience in preparing executive reports, Board papers, policy documents, and institutional communications.
- Experience in monitoring organizational performance and following up on strategic initiatives.
- Strong understanding of budgeting, procurement processes, contracts, and administrative systems.
- Experience liaising with senior leaders, governing bodies, regulators, and external stakeholders.
- Excellent written and verbal communication skills.

### **Desirable**

- Experience working directly with Chief Executives, Vice Chancellors, Directors, Commissioners, or senior executives.
- Experience in institutional planning, accreditation, quality assurance, or compliance.
- Experience in organizing Board and committee meetings, maintaining governance documentation, and tracking decisions.
- Experience with ERP systems, MIS reporting, and digital office management.
- Experience coordinating donor-funded programmes, CSR initiatives, or government-funded educational projects.
- Exposure to change management, organizational development, or institutional reforms.

### **Knowledge and Competencies**

The successful candidate should demonstrate:

- Excellent organizational and coordination skills.
- Strong analytical and problem-solving ability.
- Ability to manage confidential information with discretion.
- Strong interpersonal and relationship management skills.
- Ability to work independently while supporting executive leadership.
- Effective planning, prioritization, and time management.
- High standards of integrity, professionalism, and accountability.
- Strong report-writing, presentation, and documentation skills.
- Proficiency in Microsoft Office and modern digital collaboration tools.
- Ability to coordinate across multiple institutions, departments, and stakeholders.

### **Personal Attributes**

The ideal candidate should possess:

- Sound judgment and attention to detail.
- Initiative and a proactive approach to problem-solving.
- Flexibility and the ability to manage competing priorities.
- A collaborative leadership style.
- Commitment to the institution's mission, values, and educational objectives.
- Professional maturity and the ability to interact confidently with senior leaders, governing boards, government officials, and external partners.

### **Application Process**

Interested candidates may send their resume and a cover letter to [bvkvsp@gmail.com](mailto:bvkvsp@gmail.com) on or before 15<sup>th</sup> July 2026