



**ECOWAS Bank for Investment and Development (EBID), based in Lomé, Togolese Republic, is seeking to recruit a qualified person, who is citizen of the Community, to fill the following vacancy in the Professional Staff category.**

Position	Main duties and Responsibilities	Required Qualification, Experience and Skills
<p><b>EXECUTIVE ASSISTANT, CÔTE D'IVOIRE COUNTRY OFFICE (GRADE P1)</b></p>	<p><b>Job summary</b>            Under the direct supervision of the Country Representative of EBID, the Executive Assistant will provide high-level administrative and organizational support. The incumbent will be responsible for coordinating the activities of the support staff, managing calendars, arranging travel, preparing expense reports, and ensuring the smooth flow of information within the Country Office. The Executive Assistant will also monitor the implementation of tasks assigned by the Country Representative to the team.</p> <p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Serve as the principal channel for documents requiring the attention of the Country Representative.</li> <li>▪ Act as the primary point of contact between the Country Office and employees, clients, and external partners.</li> <li>▪ Provide administrative support essential to the effective functioning of the Country Office.</li> <li>▪ Ensure that outputs from the Country Office consistently meet high quality standards.</li> <li>▪ Manage calendars and schedule meetings for the Country Representative and team members.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in a relevant field from a recognized university.</li> <li>• Proven experience as an Executive Assistant will be an added advantage.</li> <li>• Full bilingual proficiency (English and French required); certification in any of the Bank's working languages will be an asset.</li> <li>• Excellent command of MS Office applications.</li> <li>• Exceptional organizational and time-management skills.</li> <li>• Familiarity with office equipment and applications (e.g., e-calendars, photocopiers).</li> <li>• Strong drafting, verbal, and written communication skills.</li> <li>• Demonstrated discretion, confidentiality, and integrity.</li> <li>• Ability to take initiative, exercise discipline, and perform effectively under pressure.</li> <li>• Strong interpersonal skills with the ability to build positive working relationships.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensure that all supporting documents required for meetings are complete and available on time.</li> <li>▪ Prepare speeches, reports, and briefing notes for the Country Representative.</li> <li>▪ Manage the flow of information in a timely and accurate manner.</li> <li>▪ Coordinate travel and accommodation arrangements.</li> <li>▪ Oversee and evaluate the performance of the Country Office support staff.</li> <li>▪ Monitor and manage office supplies and act as office manager.</li> <li>▪ Draft and format internal and external communications, including memos, correspondence, presentations, and reports.</li> <li>▪ Record and prepare minutes of meetings.</li> <li>▪ Screen calls, manage correspondence, and direct inquiries appropriately.</li> <li>▪ Utilize infographic and presentation tools to enhance communication materials.</li> <li>▪ Organize and maintain the office filing system.</li> <li>▪ Perform any other duties assigned by the Supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>• Solid planning and scheduling abilities, capable of managing high volumes of work with accuracy and attention to detail.</li> </ul>
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❖ **OTHER REQUIREMENTS**

- Be a national of one of the ECOWAS Member States;
- Have sound knowledge of computer tools (Word, Excel, Access and Power Point);
- Be fluent in one of French, English, or Portuguese languages. Proficiency in one of the other two languages will be an advantage.

❖ **APPLICATION MUST INCLUDE THE FOLLOWING:**

- A detailed curriculum vitae.
- A cover letter;
- Copies of academic and professional certificates;
- A copy of national identity card or passport;
- A copy of birth certificate.

Interested candidates should submit by email, their applications to [recrutbidc@bidc-ebid.org](mailto:recrutbidc@bidc-ebid.org), no later than **October 12, 2025**, with the subject "2025 RECRUITMENT PROGRAMME – EXECUTIVE ASSISTANT".

**N.B.**: Only shortlisted candidates will be invited for interview. EBID reserves the right to withdraw the notified vacancy or offer position at a lower grade. Female applications are strongly encouraged.