

New Sight Congo Position Summary



Position:	Executive Assistant to Founding Director
Location:	Ouesso, Republic of Congo
Reports to:	Founding Director
Remuneration:	To be discussed
Hours and Term:	This full-time position requires a minimum of 12-month commitment
Start Date:	Between July to October 2020
Website:	www.newsightcongo.com

Background - About New Sight:

Four in five blind people in this world are needlessly blind. They are needlessly blind because we can do something to either prevent or treat their blindness. When sight is restored, lives are transformed – for patients, families, and even the whole community. New Sight (NS) is a charity registered in the UK and in HK. Following the successful establishment of our first non-profit eye centre in Impfondo in the Republic of Congo, at the invitation and with the support of local authorities, we are extending our services through the construction and fitting out of a new comprehensive teaching eye hospital in Ouesso on a 6-hectare land acquired in November 2016. This strategic location will enable us to reach out to the whole of Congo and neighbouring countries. In 2019, NS opened a second eye centre and training program in Ouesso. We are looking for like-minded people passionate about giving the priceless gift of sight.

Position Purpose:

The Executive Assistant (EA) will provide support to the Founding Director (FD) with the operations and development of New Sight Eye Care. This important role will directly contribute to increasing New Sight's capacity to give sight and transform lives in the Republic of Congo. This is a unique opportunity to experience life in Africa, to work closely with a highly motivated and dynamic FD and pioneering expat team, and partner with the local authorities, local community, overseas support team, donors and other stakeholders to create a lasting impact on the community.

Position key Responsibilities:

- Provides support in a one-on-one working relationship with the FD
- Completes a variety of administrative tasks for the FD including: composing and preparing correspondence; arranging travel plans and schedules; and compiling documents for reports and meetings
- Researches and follows up on incoming issues and concerns and addressed to the FD
- Manages special projects assigned by the FD

Qualifications:

- Passionate about the mission of New Sight, and willing to work hard for its vision
- Ability to adapt quickly, flexibility and emotional maturity to live in Congo
- Strong organisational skills and the ability to prioritise multiple competing tasks
- Must have good written & verbal communication skills in English. French a bonus but not necessary
- Strong interpersonal skills to build relationships with stakeholders, internally and externally
- University undergraduate degree – equivalent or above

How to Apply:

Please send a resume and cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, in Microsoft Word or PDF formats, to Joanne Stokes joanne@newsightcongo.com. Please include your name and the position title, Executive Assistant to Founding Director (Congo-based), in the email subject line.

New Sight Eye Care is an equal opportunity employer that values diversity of all kinds and encourages candidates from all backgrounds to apply for this exciting new opportunity.