



## **Governance Officer – Office of the Directorate**

### **Position Description**

#### **Role Summary**

The Governance Officer serves as a main point of contact between the Foundation and its external partners, including High Commissioners and other stakeholders, emphasising the role's outward-facing nature. This position demands frequent and meaningful interaction with the Director-General, ensuring governance activities align closely with the Foundation's strategic goals. Situated within the Office of the Directorate, the officer collaborates directly with the Senior Office Manager (People and Finance), playing a critical role in providing strategic support, fostering relationships, and upholding the Foundation's governance standards.

#### **Key Responsibilities**

##### **Directorate Support:**

- Manage communications and correspondence with Governors, High Commissions, and external stakeholders.
- Keep detailed electronic records of Directorate activities, decisions, and communications.
- Provide administrative support to the Directorate, including diary management and event coordination.
- Offer advice on diplomacy and protocol.
- Organise travel and manage logistics for Directorate engagements.

##### **Governance Support:**

- Lead the planning and execution of Board and Committee meetings, handle related scheduling, correspondence, and logistics.
- Prepare and distribute documents for Board meetings, assisting with minute-taking where required.

- Serve as the contact point for the Foundation's Civil Society Governors.

**Finance and Directorate Team Support:**

- Assist with the reconciliation of expenses, preparation of financial reminders, and support finance-related tasks.
- Contribute to HR, office management, and other Directorate responsibilities as needed.

**Foundation-wide Support:**

Handle external communications, participate in Foundation-wide initiatives, and contribute to strategic planning and process improvement.

**Candidate Profile**

**Experience and education:** Holds tertiary qualifications or possesses equivalent experience in administration, preferably within an intergovernmental or diplomatic context.

**Knowledge and Skills:** Capable of managing multiple priorities, solving problems, and maintaining accuracy under pressure. A solid understanding of diplomacy related to the Foundation's work.

**Interpersonal Abilities:** Strong communication skills, both written and verbal, are essential, along with the ability to build relationships across the organisation and a commitment to fostering a welcoming, inclusive work environment.

**Technical Proficiency:** Advanced competency in Microsoft Office.

**Other attributes:** The ideal candidate will be discreet, practical, and solution-oriented; exhibiting a strong work ethic, high attention to detail, reliability, independence, and the flexibility to adapt to new challenges and learn new skills.

This position requires a dedicated individual who aligns with the Foundation's vision, mission, and values. The ideal candidate will bring a combination of administrative expertise, strategic insight, diplomatic acumen, and the ability to navigate complex stakeholder relationships.