INTERNATIONAL COMMUNITY SCHOOL OF ABIDJAN

EXECUTIVE ASSISTANT

THE SCHOOL: The International Community School of Abidjan (ICSA) has been a leading educational institution in Abidjan for 50 years and has grown and developed alongside the city itself, with significant growth and development on the international stage in the past few years. The not for profit, US Embassy founded, international school of over 80 nationalities, still strives to maintain the community feel that has always been a core element of ICSA. We desire to be an environment where diversity is celebrated and all members of our community are included, believing that this commitment to diversity, equity, inclusion, and social justice is vital to the realization and cultivation of character and intellect in our students and faculty. We are a school that is truly committed to our mission of **Learning and Leading in a Collaborative Culture.**

THE POSITION: We are seeking a bilingual and fluent English and French Executive Assistant. The Executive Assistant has many responsibilities and is essential for the smooth functioning of the SCHOOL and its executives offices. The incumbent of the position must possess excellent communication skills and professionalism. We are looking for a professional that ensures that the office operates smoothly and efficiently with high standards. The incumbent is responsible for managing the schedules and communications of key executives, prioritizing emails, phone calls, arranging meetings, travels and business/school events.

The successful candidate will be a highly organized, proactive, and service-oriented professional who thrives in a collaborative school community. They will demonstrate excellent judgment, emotional intelligence, discretion, and the ability to build positive relationships with staff, students, families, and external partners while supporting the Directors with professionalism and efficiency.

ICSA does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, in any of its activities or operations.

JOB DESCRIPTION: EXECUTIVE ASSISTANT

Line manager: Director and Head of Operations
Supervised agents (N-1): Office secretaries and school driver

Missions

The Executive Assistant is responsible for managing the schedules and communications of key executives, prioritizing emails, phone calls, arranging meetings, staff & visitors travels and business/school events.

Principal activities

Under the supervision of the Director and/or the Director of Operations, the Administrative Assistant will:

Management of Directors' Agenda/Office

- Set up the Directors' meeting, keep track of their calendar on google calendar
- Plan, attend meetings and take notes
- Handle the Directors' travel arrangements (eg: flight tickets, hotel reservations, etc)
- Write various correspondences as instructed
- Make sure that all employee personnel documents from the Director's office are kept in security and confidentiality
- Make sure that there are adequate quantities of stationery & office supplies in the main office
- Assist the Directors with the translation of documents
- Welcome visitors to the Main office in a polite, professional, positive manner, answering general inquiries they may have in English or French as appropriate, providing them with documentation about the school or enrollment/re-enrollment information & applications as necessary, and/or announcing them or re-routing them to classrooms or taking and forwarding messages as necessary when necessary
- Undertake general typing tasks and/or any secretarial services as assigned by the Director or Director of Operations
- Assist with the editing, publishing, and updating of pertinent school document
- Help maintain an accurate school calendar
- Maintain appropriate databases
- Write high level correspondences in both English and French
- Assure the communication between ICSA community and the school as necessary
- Organize families Financial Aid meetings and keep files confidential for the Director

Protocol and travel arrangements

- Type & distribute monthly Board Meeting minutes & other documents intended for Board use
- Attend board meetings, keep records of the board minutes and file all board meeting documents
- Create annual flight allowances for all expat staff
- Oversee purchases of flights for PD and other staff & visitors trips, on school business, when necessary
- Organize bus arrangements for Field Trips
- Help with the planning and coordinating of all school events
- Assist with the preparation of new expat teachers housing

Other duties

- Coordinate the school archives as necessary
- Fulfill other duties related to ICSA as requested by the Director or the Director of Operations

Jobs and competencies reference framework

Required profile

- Minimum of 3 years of post-secondary, university level training or completion of advanced secretarial course.
- Five years' experience in a position with similar responsibilities such as bilingual office manager, executive secretary in a multicultural set up
- Oral and written fluency in both English and French.
- Ability to type with speed and accuracy. Ability to work on a PC computer, with mastery of Microsoft Office software and Google suite.
- Ability to take charge and work with minimum of supervision. Ability to maintain high levels of confidentiality.
- Excellent interpersonal skills.
- Excellent communication (verbal and written) skills.

Skills

Knowledge

- Advanced secretarial studies (Mastered)
- Advanced understanding of protocol function (Mastered)
- Computer literacy (Mastered)

Know-How

- Must be able to build trust and confidence (Confirmed)
- Report on its activity (Confirmed)
- Email, calendar, travel, meeting management (Mastered)
- Handling sensitive information (Mastered)
- Juggle conflicting priorities (Confirmed)

Behavioral skills

- Adhere to the values of the Institution and demonstrate loyalty (Mastered)
- Have a sense of discretion and respect for confidentiality (Confirmed)
- Have a sense of responsibility (Mastered)
- Listening and understanding the needs of his interlocutor (Confirmed)
- Be courteous (Confirmed)
- Demonstrate probity (Confirmed)
- Demonstrate team spirit and know how to work, work with others (Mastered)
- Know how to adapt to contexts, situations and audiences (Mastered)
- Honest
- Excellent communication skills

Application instructions:

➔ Application file: ONE document - CV attached with a motivation letter including three (3) professional references and their contact information
➔ Application email subject shall be : **Executive Assistant**
➔ ICSA will contact **ONLY** shortlisted applicants

Interested and qualified candidates please apply to ICSA's at: director@icsabidjan.org. Application deadline is August 18th, 2026.