



**FAGACE**  
FONDS AFRICAIN DE GARANTIE ET  
DE COOPERATION ECONOMIQUE  
UNE INSTITUTION FINANCIERE AU SERVICE  
DU DEVELOPPEMENT EN AFRIQUE

## **VACANCY: SENIOR BILINGUAL EXECUTIVE ASSISTANT (ENGLISH FRENCH) (W)**

The African Guarantee and Economic Cooperation Fund (FAGACE) is a genuine instrument in the mechanism for financing Africa's development. Over the last 46 years, it has played an important role in promoting the economic integration of its fourteen member states, with more than FCFA 3,000 billion mobilised through its interventions.

Drawing on its own experience, the Fund is aware of the need for modernisation in an ever-changing international environment and in an Africa with a strong need for integration.

As part of the new 2021-2025 Strategic Plan, which will be our institution's compass for the next five (05) years, it is important to present FAGACE's vision, which can be summed up as follows:

"To make FAGACE a modern institution that contributes to development financing and economic and financial integration in Africa".

Therefore, in alignment with this vision, the Fund seeks to hire a highly qualified bilingual (French/English) Senior Executive Assistant who will be under the direct supervision of the Managing Director with the following duties and responsibilities:

### **Duties and responsibilities :**

- Provide high level administrative and organisational support to the Managing Director and cabinet members;
- Ensure quality control by checking the accuracy of documents, ensuring compliance with FAGACE guidelines and procedures;
- Contribute to the drafting, formatting and production of documents and correspondence in both French and English;
- Ensuring the perfect translation of documents and correspondence into French and English;
- Managing the agenda and planning appointments for the Managing Director;
- Ensuring physical and telephone reception;
- Ensuring that information is passed on internally and externally;
- Preparing and organising meetings and drafting meeting minutes;

- Working closely with the Managing Director and his staff;
- Organising meetings and travel for the Managing Director;
- Filing and archiving documents;
- Reporting to senior management.

### **Qualifications:**

- Hold a Master's degree in Management and Business Administration, International Relations or any other equivalent qualification;
  - At least five (05) years' proven professional experience as a bilingual Executive Assistant, including at least three (03) years in an international organisation;
  - Be proficient in Office 360 and its office package (Word, advanced Excel, Powerpoint);
  - Good written and spoken French and English spelling and grammar;
  - Have a good command of assistant, communication and administrative management techniques;
  - Be discreet, rigorous and autonomous, reactive and proactive; Be perfectly at ease communicating in French and English;
  - Be able to work under pressure and enjoy teamwork;
  - Be able to organise your workstation and activities, identify priorities and adapt to a variety of tasks;
  - Ability to manage stress during periods of intense activity and to make suggestions;
  - Be a national of one of the 14 Member States of the Fund;
  - Be immediately available;
- Age limit: Maximum age of 45 years on 31 December 2023.

**Job location:** Cotonou, BENIN

**Type of employment contract:** Fixed-term contract with a trial period of six (06) months (if successful, signature of a permanent contract).

### **Submission of applications and documents to be provided:**

The application must be sent to FAGACE by e-mail only (to the address [jobstalents@fagace.org](mailto:jobstalents@fagace.org))\_for the attention of the Director General of FAGACE **with the compulsory subject "APPLICATION FOR THE POSITION OF SENIOR BILINGUAL MANAGEMENT ASSISTANT AT FAGACE"**.

**This offer expires on November 30, 2023 inclusive at 17:00, Cotonou time (GMT+1).**

The application file includes :

- The application form, which must be completed if the application is not to be accepted (form to be downloaded from the website [www.fagace.org](http://www.fagace.org) in the FAGACE& YOU section);
- A letter of motivation duly signed by the applicant and addressed to the Managing Director of FAGACE ;
- A detailed curriculum vitae (plus a colour photo). The details of your various employers must be mentioned on the CV as well as three (03) professional references and their contacts (email and telephone);
- Work certificates covering the number of years required for the post to be filled; - Certified copies of diplomas obtained and training certificates (if applicable) ;
- A copy of the national identity card, birth certificate and certificate of nationality;
- A criminal record dated less than three (03) months.

**NB: No physical application will be considered. Incomplete, non-compliant or late applications will not be considered. Only applicants selected for the tests will be contacted by FAGACE. FAGACE reserves the right not to follow up this recruitment notice.**