



TERMS OF REFERENCE

Executive Assistant to the President

SUDAN POLICY ADVISORY GROUP

1. Position Information

POSITION TITLE	Executive Assistant
ORGANISATION	Sudan Policy Advisory Group (SPAG), an independent association governed by the French Law of 1 July 1901
OFFICE	Office of the President
LOCATION	Remote and hybrid working as authorised
REPORTS TO	Chief of Staff
ENGAGEMENT	Volunteer service, part-time and unremunerated
TIME COMMITMENT	Indicatively 8 to 10 hours per week, flexibly scheduled, with additional availability around presidential engagements, and meetings of the Executive Bureau and the General Assembly
TERM	Two years from appointment, renewable on the basis of performance and institutional need

2. Organisational Context

SPAG is an independent, non-partisan association established under the French Law of 1 July 1901. Its mandate covers strategic planning, public policy research, governance advisory, institutional capacity development, analysis, stakeholder dialogue, innovation and sustainable development.

The Office of the President provides strategic coordination, briefing, engagement and follow-up support to the President. The Executive Assistant works under the supervision of the Chief of Staff and is the first point of contact for the President's schedule, correspondence and engagement logistics. He/she coordinates with the General Secretariat on official correspondence and records, with Operations and Corporate Services on travel and administrative arrangements, and with other authorised teams as required.

3. Purpose of the Role

The Executive Assistant provides executive administrative support to the President through the Office of the President. The role helps ensure that the President's time is organised around agreed priorities, that correspondence is tracked and answered on time, and that the President arrives at every engagement prepared and supported. He/she manages the diary, correspondence flow, briefing packs and logistics of the Office with accuracy, discretion and reliability. The role supports the President's work but does not accept invitations, make commitments or sign on the President's behalf.

4. Authority and Limits of Delegation

The Executive Assistant acts under the supervision of the Chief of Staff and within approved scheduling, correspondence and confidentiality arrangements. He/she may confirm logistical arrangements for engagements that have already been approved, but has no authority to accept invitations, commit the President's time, authorise expenditure or sign correspondence. Official correspondence is registered with the General Secretariat, which holds the Association's correspondence and archives under the Statutes.

5. Duties and Responsibilities

Under the supervision of the Chief of Staff, the Executive Assistant shall:

5.1 Calendar and schedule management

- Manage the President's calendar, scheduling meetings, calls and engagements according to the priorities agreed with the Chief of Staff, and flag conflicts and pressure points early.
- Log incoming invitations and meeting requests and submit them to the Chief of Staff with the information needed for a decision.
- Coordinate with counterparts' offices across time zones, confirm approved arrangements, and circulate a weekly look-ahead of the President's schedule.

5.2 Correspondence and records

- Log, route and track correspondence addressed to the President, and follow up with responsible contributors so that replies are sent within agreed deadlines.
- Draft routine acknowledgements and logistical correspondence for review, and format outgoing correspondence to SPAG standards.
- Transmit official correspondence and signed documents to the General Secretariat for registration and archiving, and keep the Office's working files in line with records management requirements.

5.3 Engagement preparation and logistics

- Assemble briefing packs for external engagements from inputs provided by the Chief of Staff, the Senior Policy Adviser, the Communications Analyst and other contributors, and deliver them to the President ahead of each engagement.
- Coordinate events and virtual-meeting arrangements and on-the-day logistics for engagements, working with the Protocol Officer and Operations and Corporate Services as relevant.
- Take notes of meetings when requested and record agreed follow-up actions, owners and deadlines in the Office's action tracker.

5.4 Office coordination

- Maintain the Office's contact directory on approved SPAG systems, in line with data protection requirements.
- Process travel and other costs of the Office through the approved Operations and Corporate Services procedures.
- Perform such other administrative and coordination functions as the Chief of Staff may assign within the mandate of the Office of the President.

6. Key Deliverables

The following are the standing outputs by which the role is evidenced.

Deliverable	Timing
Consolidated presidential calendar and weekly look-ahead	Maintained continuously, circulated weekly
Invitations and meeting-requests log	Maintained continuously
Correspondence tracker	Maintained continuously
Briefing packs for presidential engagements	At least 48 hours before each engagement
Meeting notes and action tracker	Notes within two working days; tracker maintained continuously
Office contact directory	Within 30 days, maintained continuously
Office administration summary	Monthly, or as requested

7. Integrity, Conduct and Safeguarding

The Executive Assistant is bound by SPAG's policy framework, including the Code of Conduct, Conflict of Interest, Data Protection and Privacy, Records Management, Safeguarding and PSEAH, and applicable confidentiality requirements. In particular:

- The President's calendar, correspondence, travel details and contacts are treated as confidential and shared only on a need-to-know basis, during and after the appointment.
- No invitation is accepted and no commitment or response is made in the President's name without the required authorisation.
- Official records are not kept privately, altered or destroyed, and are transferred to the General Secretariat as required.
- Gifts, hospitality or favours offered in connection with access to the President are declined or declared in line with the Conflict of Interest Policy.
- Personal data of correspondents and contacts are used only for their stated purpose and stored on approved SPAG systems.

8. Competencies



9. Learning, Development and Professional Benefits

SPAG seeks to ensure that service with the Association contributes to the professional growth and development of its personnel and volunteers.

Subject to role requirements, performance, availability and institutional resources, the incumbent may benefit from:



10. Qualifications and Experience

10.1 Education

A university degree in business or public administration, international relations, communications or a related field. A recognised qualification in executive or office administration combined with additional relevant professional experience may be accepted in lieu of a university degree.

10.2 Experience

- A minimum of three years of relevant professional experience in executive assistance, office management or administrative coordination, preferably supporting a senior leader.
- Demonstrated ability to manage complex diaries, travel and correspondence across time zones with accuracy and discretion.
- Strong organisational and follow-up skills, with proficiency in office productivity, calendar and virtual-meeting tools.
- Experience with international, diplomatic, policy or civil-society organisations is desirable.
- Familiarity with Sudan, the Horn of Africa or complex institutional settings is an asset.

10.3 Languages

Fluency in English or Arabic is required, and a strong working knowledge of the other is highly desirable. Knowledge of French is an asset given the Association's legal seat in France.