



## **THE NATIONAL HUMAN RIGHTS COMMISSION**

**National Secretariat, Kotu (Opposite DSTV), KSM**

**Telephone: 4461713 / 4461717**

### **VACANCY ANNOUNCEMENT**

The **National Human Rights Commission (NHRC) Secretariat** invites applications from suitably qualified Gambians for the position of **Executive Assistant**. The post holder will report directly to the Chairperson of the Commission.

#### **PURPOSE OF THE JOB**

The Office of the Chairperson plays a central role in providing strategic leadership, oversight governance and institutional direction. To ensure the effective and efficient functioning of this office, there is a need for the provision of dedicated high-level administrative and coordination support by an **Executive Assistant** enabling the Chairperson to focus on strategic leadership, decision-making, and activities aimed at promoting the NHRC's mandate.

#### **DUTIES AND RESPONSIBILITIES**

1. Maintain the Chairperson's calendar and coordinate scheduling and planning of appointments, meetings, conferences, and official engagements for the Chairperson and, where delegated, other Commissioners;
2. Attend meetings and prepare accurate minutes, briefs, and action points assigned by the Chairperson;
3. Draft speeches, statements, official correspondence, and briefing notes for the Chairperson when assigned;
4. Manage and regularly update the Chairperson's diary and engagement schedule;
5. Perform protocol duties for the Commission when required;
6. Ensure that correspondence from the Chairperson is dispatched in a timely manner and that appropriate tracking and follow-up actions are undertaken;
7. Serve as a key coordination and liaison point between the Chairperson, Commissioners, Secretariat staff, and external stakeholders, as directed;
8. In collaboration with the Procurement Officer and the Logistics and Office Assistant, coordinate and oversee all travel arrangements for the Chairperson and Commissioners;
9. Work closely with the Procurement Officer and Logistics and Office Assistant to ensure office supplies and logistical needs of the Chairperson and Commissioners are met in a timely manner;
10. Handle immigration and protocol-related matters for expatriates and foreign visitors, including processing residence permit applications and entry clearances when required;

11. Maintain well-organized, secure, and up-to-date electronic and paper filing systems for correspondence and official records;
12. Support the preparation and organization of Commission meetings, retreats, and high-level events as directed by the Chairperson;
13. Exercise sound judgment, discretion, and professionalism in dealing with sensitive and confidential matters;
14. Carry out any other job-related tasks assigned by the Chairperson that commensurate with the post;

### **QUALIFICATION & EXPERIENCE**

- Bachelor's degree from a recognized university in a relevant field of study, with a minimum of **three (3) years** of relevant professional experience;
- Diploma from a recognized institution in a relevant field of study, with a minimum of **five (5) years** relevant professional experience;
- Experience working in a human rights institution, public sector body, or international organization will be an added advantage;

### **PERSON SPECIFICATION**

- Strong computer skills, including proficiency in MS Office (Microsoft Word, PowerPoint, Excel, etc);
- Excellent communication and report writing skills;
- High integrity and proven ability to maintain confidentiality and professional discretion;
- Strong team player with the ability to work under pressure and meet tight deadlines;
- Fluency in at least two (2) local languages spoken in The Gambia is desired;
- Proficiency in written and spoken French is an added advantage;

### **IMPORTANT INFORMATION FOR APPLICANTS**

Deadline for submission of Application: **Friday, 30<sup>th</sup> January 2026 at 12pm.**

**Remuneration: A competitive compensation and benefits package will be offered to the successful candidate.**

Applications along with relevant supporting documents including names and contact details of two referees and clearly marked: **“Application for Executive Assistant ”**, should be addressed to: **Executive Secretary, National Human Rights Commission, National Secretariat, Kotu** - Google Code: **C7WR+WFQ**. Applications can be submitted either in person at the National Secretariat or via email to: [advert@gm-nhrc.org](mailto:advert@gm-nhrc.org)

**Late or incomplete applications will not be considered. Prior to issuance of an offer letter to the successful candidate, a background and reference check will be conducted.** Due to the high volume of applications expected for the position, only short-listed candidates will be contacted. ***The National Human Rights Commission is an equal-opportunity employer.*** Female candidates are strongly encouraged to apply.

***NB: Only applications either hand-delivered or sent by email would be accepted.***

**Please note that NHRC does not tolerate sexual exploitation and abuse, including sexual harassment, and discrimination. Therefore, successful candidates will be expected to adhere to these standards and principles.**

