



THE NATIONAL HUMAN RIGHTS COMMISSION

National Secretariat, Kotu (Opposite DSTV), KSMD

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, 30th 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

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.

