

## **BERNARD VAN LEER FOUNDATION JOB DESCRIPTION**



### **BASIC INFORMATION**

Position: Executive Assistant  
Team: Programme and K4P  
Reports to: Programme Director  
Based in: The Netherlands  
Date: 22 January 2019

### **PURPOSE**

At the Bernard van Leer Foundation, we believe that giving all children a good start in life is both the right thing to do and the best way to build healthy, prosperous and creative societies.

We are a private foundation focused on developing and sharing knowledge about what works in early childhood development. We provide financial support and expertise to partners in government, civil society and business to help test and scale effective services for young children and families.

### **THE POSITION**

The Executive Assistant provides administrative support to both the Programme Director and the K4P Director.

### **PRINCIPLE RESPONSIBILITIES AND TASKS**

Administrative support to the Programme Director and K4P Director:

- Maintain their agenda including scheduling phone calls and meetings
- Join management team meetings, write summaries of main points
- Join key meetings with external stakeholders, write summaries of main points
- Draft correspondence for both Directors
- Prepare logistics and itineraries for both Directors' travel and process associated travel expense claims
- Manage the administration of grants and contracts held by both Directors
- Take care of filing as relevant

Research, writing and project management support to the Programme Director and K4P Director

- Prepare documentation of grants and contracts submitted by both Directors
- Manage special projects on behalf of both Directors
- Conduct web-based research tasks and summarize findings upon request
- Provide proofreading and formatting support for both Directors' communications

General Office Administration

- As member of the A-Team deal with Reception tasks (e.g. answering door bell and phone calls) as well as order office supplies

- Liaise with owner of building regarding entrance tags and repairs
- Monitor registration at the Chamber of Commerce
- Process general invoices for Office Supplies, Postage, Premises, Board, Foundation Sector, Programme and K4P
- Process claims for consultants
- Cover for ExD's Assistant during periods of absence
- Cover for the Travel and Events Officer during periods of absence
- Will occasionally support the Operations Director with ad hoc tasks

## Professional contacts

Inside the Foundation:

- Executive Director, Programme Director, Knowledge for Policy Director, HR department, Operations Director, Financial Officer, IT Officer, Travel Officer

Outside the Foundation:

- Programme Director and K4P Director's contacts and grantees/contractors managed by both Directors

## Qualifications, Skills and Competencies

Qualifications, skills and experience:

- Bachelor's degree
- At least 3 years of work experience
- Excellent written and verbal communication/ability for synthesis
- Excellent planning and organisation skills
- Fluent English and Dutch
- Spanish, Portuguese, French, Turkish, Hebrew are assets
- Proficient in web-based research
- Proficient in use of Microsoft Outlook
- Interest in and passion for the mission of the Foundation

General BvLF Competencies:

- Teamwork
- Learning ability
- Result orientation

Job specific Competencies:

- Adaptability
- Written Communication
- Client Orientation
- Integrity

## LOCATION:

The Hague, the Netherlands