

## **Job Description & Role Explanation**

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**Position:** Executive Assistant to the Regional Field Representative Manager

**Reports to:** Regional Field Representative Manager (RFRM), TTI West Africa

**Location:** Lome, Togo

**Employment Type:** Full Time

**Office Hours:** Monday-Friday 8:00am-4:30pm

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### **Spiritual Life**

- Being a Christian and a key leader in a Christian organization, your relationship with God must be the central focus of your life. Your outward ministry and service should be greatly fueled by your devotion to God. If this is not the case, then everything else does not matter. Quality time with God is a must for this position.
- Secondly, you must be able to take care of your family. Ensure that you are in a right relationship with your spouse and children. Ministry begins at home.
- Prayer for this partnership, including the ministries, churches, and partners involved must be a central process in all that you do.
- Should identify and be accountable to at least one other person on a regular basis for discipleship. Our life with Christ is communal, not private or individualistic.
- Mission-minded. Ready to share the love of Jesus with the lost, to encourage and exhort others, and to live out the gospel in all aspects of your life.

### **General Expectations**

- Self-motivation and dedication are necessary.
- Humility and high moral character are non-negotiable in all aspect of our work.
- Ability to take part in leadership and training in regular leadership meetings.
- Conduct yourself properly with humility, gentleness, and wisdom around people/leaders that hold onto different theological positions within the Christian circle.
- Most of your time will be spent working to help implement TTI strategies in the field.
  - Must possess the ability and desire to lead others with well-balanced confidence and humility.
  - Different countries have different cultures and customs. Understanding this is important to implement systems that lead smooth operations.
- Regular communication and updates with the office team and our leaders and church planters in the field is required. Prompt and quality replies to emails/phone calls, WhatsApp messages and SMS is expected. Strive to reach the leaders in the field by whatever means necessary.
- Compliance with the requirements, policies and accountability established by TTI.
- It is also important to remember that the function of the office is to serve and support the work in the field. There should not be a controlling tone or harassment of those in the field.
- It is likely that our field staff will challenge patience and not always send reports in the right format, on time, and properly filled. Grace, mercy, and patience are needed to help them adjust to the expected level we require. However, we never stop encouraging them to raise their level of reporting.

### **Qualifications**

- The candidate should be a born-again Christian.
- The candidate must have an experience in an Executive Assistant position for at least 3years.
- The candidate must be bilingual. Fluency in English and French is a must, both written and verbal communication.
- The candidate must be computer literate i.e., MS excel, Word, email, Microsoft teams etc.
- The candidate is required to possess the following skills.
  - Leadership skills
  - Good communication
  - Critical thinking
  - Problem solving and conflict resolution.
  - Analytical
  - Financial/Accounting
  - Good interpersonal relationship.
  - Training
- Should be able to work in a Christian organization and work with Pastors.

**Scope:**

The Executive Assistant is expected to assist the Regional Field Representative Manager in the coordination of the Field Representatives in West Africa and Francophone countries.

**Key Roles and Responsibilities****General**

- Assist the RFRM in the Coordination of movements of all the Field Representatives in the countries we don't have NFRC or NFRTL in Francophones countries in collaboration with the Regional Field Rep. Manager.
- Ensure visits are made in the prescribed fashion. This involves the oversight of all field reps' movements. Assignment of who should go where, when, etc, in the countries we don't have NFRC or NFRTL.
  - Ensuring every Field Rep submits their monthly visitation schedule with all relevant information for each Paul they visit.
  - Ensuring reports about each visit are submitted in good time and act where necessary.
  - Ensuring proper planning for travel/logistics, budgets, and finances of travel.
- Collection and update of monthly field reports.
- Creating issues in the imetrics from the field visit reports and submitting to the NLT in the West African countries we don't have NFRC or NFRTL

**Recruitment**

- Under the supervision of the RFRM, the Executive Assistant works with or through the National leadership team for recommendations of potential field reps.
- The Executive Assistant ensures that the bookings of FR interviews are made and shared with the parties involved ahead of time.
- The Executive Assistant shall assist the RFRM in the onboarding process of the selected FRs.

## **Training**

Assist the RFRM in organizing trainings for National Field Rep Coordinators (NFRC), FR Team Leaders (TLs) and Field Reps (FRs).

## **Visitation Goals**

Encourage the FRs and NFRCs to ensure that the expected visitation goals are met in each country:

- All Training Centers are visited 2 times
- More than 50% of all reported churches are visited in every training center
- Field Reps are maintaining an average (around or near) 15 visits per month and working 20 to 21 days each month

## **Pre-Evaluation**

The Executive Assistant is expected to compile data regarding FRs performance based on their execution of the following monthly tasks.

- iMetrics FR Visit Reports are submitted in a timely manner.
- Monthly Field Rep Visit plan and budget are submitted in due moment.
- Monthly receipts and financial statement of every FR have been submitted in due time
- The standards of a quality report are being observed for iMetrics visit reports and financial reports.

The Executive Assistant ensures that the information regarding the above tasks has been compiled and shared with the RFRM.

## **Communication with Leadership**

The Executive Assistant stays in close communication with other departments of TTI under the supervision of the RFRM.

## **Travel**

Traveling should be expected in or outside the country under the supervision of the RFRM. Health and ability to travel is important. Ensure you have your passport, yellow fever card and Covid-19 certificate. Traveling during some weekends should be expected.

- Travel to different countries in Africa for Field representative/National field reps' coordinator and FR team leaders' training.
- Willing to visit rural areas with lower standards of accommodation.
- Also be ready to attend regional and global meetings/conference/summits/training.

## **Office Funds**

This position will involve handling some finances of the office. Sending funds, receiving funds, accounting for use and distribution of funding is of the utmost importance.

- Proper accountability and record keeping will be expected.
- Proper allocation and careful use of funds is mandatory.
- High value is placed on integrity and discretion.

**Acknowledgment**

I \_\_\_\_\_, have read the above job description and have fully understood it. I will abide by the policies of TTI and do my best to do all that is expected from this position. I understand that this is a contractual position. I also understand that TTI leadership has the right to terminate this contract if I don't reach the job expectations based on the performance appraisal.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_