



NATIONAL SOCIAL PROTECTION AGENCY
REPUBLIC OF THE GAMBIA
OFFICE OF THE VICE PRESIDENT

Terms of Reference

Executive Officer – Personal Assistant to the Executive Director

Job Title	<i>Executive Officer</i>
Department	<i>Office of the Executive Director</i>
Reports to	<i>The Executive Director</i>
Duty Station	<i>Banjul, The Gambia</i>
Nature of Employment	<i>Full-time</i>
Salary	This position falls within GRADE F of the NSPA integrated pay scale.

1. Job Summary:

The Government of The Gambia demonstrates a strong dedication to expanding social protection systems, which are crucial for achieving sustainable development. This commitment is reflected in the Green Recovery National Development Plan (2023–2027) and the National Social Protection Policy (2026–2035). Furthermore, ongoing efforts continue to strengthen the administrative and coordination mechanisms for social protection through the National Social Protection Agency, while inclusivity is promoted via the Social Registry. Social protection services are administered by various line ministries, departments, agencies, civil society organizations, and development partners. These entities, including development partners, have made valuable contributions that are acknowledged as important investments towards establishing transformative and responsive social protection systems.

The purpose of this Terms of Reference (ToR) is to specify the roles, responsibilities, qualifications, and reporting structure for the position of Executive Officer, who will serve as Personal Assistant to the Executive Director.

The Executive Officer serves as the Personal Assistant to the Executive Director, providing high-level administrative, organizational, and logistical support. The role is pivotal in ensuring the smooth operation of the Executive Office and facilitating effective communication and coordination within the National Social Protection Agency.

The Executive Officer reports directly to the Executive Director.

2. Responsibilities & Tasks:

The Executive Officer shall perform the following duties:

- a) Manage the Executive Director's calendar, appointments, and meetings.
- b) Prepare correspondence, reports, and presentations as required.
- c) Act as a liaison between the Executive Director and internal/external stakeholders.
- d) Maintain copies of confidential records and files.
- e) Assist in organizing events, conferences, and official engagements.
- f) Handle incoming communications and prioritize responses.
- g) Perform other duties as assigned by the Executive Director.

3. Qualifications & Experience:

The candidate must have:

- Bachelor's degree in Public Administration, Management, Communication, or a related field.
- Minimum of 3 years' of relevant experience in a similar administrative or executive support role.
- Excellent written and verbal communication skills.
- Strong organizational and time management abilities.
- Ability to handle confidential information with discretion.
- Professional demeanor and interpersonal skills.
- Highly skilled in Microsoft applications; Outlook, Word, Excel and Power Point.
- Knowledge and understanding of Social Protection programs is an added advantage

5. Submission and Submission Deadline:

Interested candidates should submit the following:

1. Application letter addressed to the Executive Director, National Social Protection Agency;
2. Updated Curriculum Vitae;
3. Copies of relevant academic and professional certificates; and
4. Any other supporting documents.

Applications may be submitted via email to hr@nsps.gm, with a copy to the executivedirector@nsps.gm, on or before the stated deadline.

Only shortlisted candidates will be contacted for further steps.

Deadline: 25th JUNE 2026 at 11:59pm