

## Job Description & Role Description

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**Job Title:** Executive Assistant to Regional Leadership Director

**Reports To:** Regional Leadership Director

**Location:** Lome/Togo

**Employment Type:** Full Time (Monday-Friday, 40 hours/week)

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### **Organizational Overview:**

*TTI is a global movement that makes and multiplies disciples, churches, and leaders. We're committed to getting a church in every village, everywhere.*

### **Job Scope**

We are seeking a highly organized, experienced, and resourceful Executive Assistant to provide comprehensive administrative and logistical support to the Regional Leadership Director. This role requires exceptional communication, interpersonal, and problem-solving skills, with the ability to manage multiple priorities effectively and always maintain discretion and confidentiality. The ideal candidate will be proactive, anticipate needs, and contribute to a seamless and efficient workflow for the Director and his team.

### **Spiritual Life**

- Your relationship to God must be the central focus of your life. If this is not the case, then everything else does not matter. Quality time with God is a must for this position.
- Secondly, if you are married, you must be able to take care of your family. Ensure that you are in right relationship with your spouse and children.
- Prayer for this partnership, including the ministries, churches, and partners involved, must be a central process in all that you do.
- Must identify and be accountable to at least one other person on a weekly basis.
- 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 Description of the Role and Expectations

- **Calendar Management:**  
Manage the Director's complex calendar, scheduling meetings, appointments, and travel arrangements across multiple time zones, considering the needs of high-ranking and national leaders in all countries under the leadership of the Director.
- **Travel Arrangements:**  
Arrange and coordinate all aspects of domestic and international travel, including flights, accommodations, visas, and ground transportation (Travel budgets). Proactively manage travel itineraries and ensure all necessary documentation is in order.
- **Communication Management:**  
Manage incoming and outgoing communications, including emails, phone calls, and other correspondence, drafting professional communications on behalf of the Director, prioritizing and ensuring a timely and appropriate response to all inquiries. Prepare presentations and reports as needed.
- **Meeting Coordination:**  
Prepare materials for meetings, including agendas, presentations, and supporting documents. Attend Online/physical meetings, take detailed minutes, distribute them effectively to attendees, track action steps, and follow up to ensure tasks are completed. For larger events, they may be involved in planning and logistics.
- **Administrative Support:**  
Handle expense reports, maintain filing systems, both physical and digital. Provide general administrative support as needed.
  
- **Relationship Management:**  
Build and maintain positive working relationships with high-ranking leaders, national field leaders across all countries, RLT Director and Operations Managers. Exercise diplomacy and discretion in all interactions.



- **Project Support:**  
Assist with special projects and initiatives as assigned by the Director. Proactively identify and address potential challenges.
- **Confidentiality:** Maintain the highest level of confidentiality regarding sensitive information.

**Qualifications:**

- The candidate should be a born-again Christian and comply with the statement of faith of TTI
- The candidate must have a bachelor's degree or equivalent experience.
- The candidate must have a minimum of 2 years of experience as an Executive Assistant, supporting senior-level executives.
- The candidate must have proven ability to manage complex calendars and travel arrangements.
- The candidate must have exceptional organizational and time management skills.
- The candidate is required to possess the following skills:
  - ✓ Excellent written and verbal communication skills
  - ✓ Critical thinking skills
  - ✓ Strong Problem-solving skills
  - ✓ Analytical skills
  - ✓ Good interpersonal skills
  - ✓ Fluency in English and French
- The candidate must proactively identify opportunities to improve processes and systems to enhance the Director's efficiency and effectiveness.
- The candidate must be proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams, etc.)
- The candidate must have the ability to work independently and as part of a team.
- International experience is preferred, particularly in coordinating across multiple time zones and cultures - This role operates in a collaborative, faith-driven, and culturally diverse environment.
- Discretion and confidentiality are essential.



- Core competencies: Adaptability, Attention to detail and Emotional Intelligence.

To apply, send your detailed CV and recommendation letter from your local church to [westafricarecruitment@ttionline.org](mailto:westafricarecruitment@ttionline.org) by **31<sup>st</sup> March 2026**. Only shortlisted candidates will be contacted. Resume review will be conducted on an ongoing basis. If you have already submitted your application, there is no need to reapply.



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