

# HELVETAS Swiss Intercooperation Nepal

## Trail Bridge Support Unit

### Job Description

**Job Title:** Secretary

**Location:** Trail Bridge Support Unit (TBSU), Lalitpur

**Reporting to:** Finance & Administrative Manager (FAM)

**Job Purpose:**

- The Secretary is responsible for providing secretarial and administrative support for the smooth functioning of TBSU- in an effective and efficient manner in broader sense.

**Roles and Responsibilities:**

**1. Compliance of Policies, Guidelines and Manuals**

- Ensure compliance with SWAp Framework for the Trail Bridge Sib-Sector for the period covering July 2014 – June 2019, Bi-lateral Project Agreement signed between the Government of Switzerland and the Government of Nepal and its relevant documents, Guidelines of Social Inclusion, Poverty Orientation, Gender and Good Governance, Annual Program and Budget (YPO) of TBS/DoLIDAR and Annual Plan of Action for Technical Assistance and guidelines from the authority concerned.
- Ensure compliance of the HELVETAS Swiss Intercooperation Nepal's policies, guidelines and Manuals (Personnel, Financial and Administrative and other applicable policies, guidelines and Manuals).

**2. Front Desk Management**

- Keeping records of in-coming and out-going mails.
- Handle incoming and outgoing telephone calls and respond the general queries efficiently and appropriately for immediate actions.
- Booking air tickets, hotel rooms and travel arrangements.
- Receiving visitors and support them by providing required information and guiding them properly.
- Arranging appointments for meeting, conference, workshops.
- Manage photocopying, scanning, fax, e-mailing and printing.
- Manage inter / intra office communication and keep records.
- Ensure proper arrangement of daily newspapers, Journals etc.

**3. Documentation and recording**

- Compilation of Yearly Plan of Operations, Annual Progress Report, Project Document and other report.
- Handling correspondence.
- Word processing (English/Nepali) for manuals, hand-outs and other office documents. Drafting letters and Contract agreements.
- Compilation of Nepal Trail Bridge Record.
- Processing/tracking private telephone calls for accounting purposes.
- Update monthly staff movement.
- Update and maintain personnel record and file.
- Register/issue Library Books and Documents.
- Maintaining filing systems.
- Keep safe archive of e-copy and hard copy of office documents.

#### **4. General Administrative Support**

- Prepare agenda for meeting as necessary.
- Maintain proper supply and issue of office stationeries and consumables.
- Process medical claims for reimbursement.
- Verification of the records of attendance of the staffs and update leave records.
- Update the telephone and email addresses of staffs, partners and stakeholders.
- Handle petty cash in absence of ~~Administrative of Administrative~~ Support Staff.
- Support for logistic arrangement.
- Liaising with relevant organizations.

### **Required qualification, experiences and competencies**

#### **Minimum qualification and experience required**

Bachelor's degree with 3 years' work experience in similar field.

#### **Competencies required**

- Excellent in using various computed based applications, viz., Microsoft Excel, Word, Power Point and excellent skill in Nepali and English typing.
- Good understanding of library cataloguing.
- Exposure to publishing and printing of documents, reports and alike.
- Familiarity with the functioning of DDCs/DTOs, NGOs and private consulting firms.
- Good understanding of Conflict Sensitive Program Management.
- Good verbal and written communication in Nepali and English.
- Good knowledge in office administration.

- Knowledge on basic accounting and management.
- Excellent team player, client-oriented with managerial skills.
- Self-motivated and Result oriented.
- Excellent time management and task prioritization skills.
- Able to interact effectively with all stakeholders.
- Commitment towards gender equality, social inclusion and poverty reduction.
- Demonstrated ability to work with multi-cultural team.
- Ability to work under time pressure.
- Be honest, trustworthy and respectful.

Incumbent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Team Leader's Signature \_\_\_\_\_

Date: \_\_\_\_\_