

# HELVETAS Swiss Intercooperation Nepal

## Job Description

<b>Project</b>	:	<b>Employment Fund</b>
<b>Job Title</b>	:	Office Secretary
<b>Location</b>	:	Employment Fund Secretariat (EFS), Jawalakhel, Lalitpur
<b>Reporting to</b>	:	Finance Specialist

### Job purpose:

- Front desk management.
- Ensure filing and documentation
- Support on administrative & Other functions

### Roles and Responsibilities:

#### 1. Policies and Guidelines

- 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

- Greeting visitors and support by providing required information and guiding them properly and send the visitors to the Team Leader or respective officers as per the appointments
- Organize incoming and outgoing telephone calls; handle and record toll free call properly.
- Be proactive to communicate messages, inform about the received letters and documents and other relevant information
- Properly operate the fax, scanner and photocopy
- Arrange meetings and appointments by maintaining the log

#### 3. Documentation and Recording

- Manage the incoming and outgoing letters, faxes, couriers, documents in registers accordingly.
- Update the telephone and email addresses of staffs, partners and stakeholders.
- Support to maintain the office inventory and consumables items.
- Maintain record of office stationeries and consumables as per need.
- Manage the proper filing system (electronic filing as well as hard copy filing) for EFS and maintain EFS Central Filing System up to date.
- Support to maintain leave record of staff members of EFS
- Type letters and documents in English and Nepali as per need

#### 4. Administrative and Logistic support

- Support to manage office stationery and training materials; stock book management; training and workshop management
- Manage the pigeon hole rack; incoming and outgoing tray
- Arrange the air tickets for staff maintaining the booking and cancellation logs
- Circulate Agenda for staff meeting and take meeting minutes during the staff meeting

- Manage the expenses of Office kitchen with daily expenses in food items, keep record of consumption and collect the amount from the staff after calculation at the end of month
- Manage the procurement of day to day minor and consumable items as required.
- Should perform any urgent and necessary tasks given by the Team Leaders and other officers as per priority
- Maintain the log of staff official movements and leaves.

**Qualification, Experiences and Competencies**

**Education**

Minimum + 2/Intermediate level; having secretarial courses is preferred

**Minimum Professional Experience**

At least 2 years of experience in similar field is preferred. Experience on handling of front desk and managing & updating administrative records

**Required Competencies**

- Experience on assisting in administrative & logistic activities
- Experience on managing & updating administrative records
- Ability to work with Microsoft office programmes & Excellent Nepali and English typing
- Communication, facilitation and negotiation skills
- Excellent inter-personal, inter-cultural competencies and team player.
- Willingness and able to work with diversified team.
- Sensitive to poverty, cultural diversity, gender & social inclusion

**Revision:**This JD is subject to revision as and when need arises.

**Proposed Salary and Benefit:** Salary & Benefits as per HELVETAS Nepal Personnel Policy.

**Duration:**Till December 2016 with possibility of extension

**Approved by:** \_\_\_\_\_ **Date:**\_\_\_\_\_

**Incumbent's Signature:** \_\_\_\_\_ **Date:**\_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:**\_\_\_\_\_