

## OFFICE ASSISTANT

<b>Duty Station:</b>	Peshawar
<b>No of Positions:</b>	03 (1 with each Director)
<b>Report To:</b>	Director HR / Admin & Finance or Director Policy, Planning and Project or Director Compliance, Monitoring and Accreditation
<b>Salary Package:</b>	Equivalent to BPS16 of KP Project Pay Policy

### A. Job Description

#### i) Overall Role

The role of office assistant is to provide clerical support including organizing files, scheduling appointments, talking minutes, proofreading, receiving guests and arranging meetings.

#### ii) Key Responsibilities

- Upkeep of the Director's office and a single point contact to his office;
- Provide a complete correspondence service to ensure that it is dealt with efficiently; screen incoming correspondence; make preliminary assessment and present to Director;
- Take dictation to prepare responses for Director's signature, gathers and summarizes data to ensure availability; prepare briefing papers, reports and presentations;
- Manage and maintain Director's schedule and calendar to enable him to attend all key meetings at the appointed times; Prepare daily activity and important documents to be signed; Setup and coordinate appointments, meetings, and conferences; Maintain contact directory;
- Collect materials for meetings, speeches, and conferences; Plan, coordinate and organize meetings and presentations; Prepare and distribute meeting agenda; Take minutes and keep records of proceedings; Create, compile, and distribute minutes of meeting;
- Receive visitors and alert Director accordingly; Make referrals to appropriate staff or provides requested information;
- Communicate Director's instructions, directives and assignment to subordinate staff and /or departments and follow up on the status; Furnish and obtain required information;
- Establish and maintain records and filing systems, replenish stationery and arrange for the efficient operations of Director's office equipment and machinery; and
- Perform other related duties as required.

### B. Position Requirements

#### i) Attainments

##### a) *Qualification*

Bachelor degree from a HEC recognized University.

Specialized Training – communication skills, office management, executive secretaries course, MS office, short hand, note taking, event management, English language or related fields.

##### b) *Experience*

At least 5 years relevant experience including a minimum of 2 years of experience in a similar role is highly desirable. Proficiency in IT, Microsoft Office and relevant software(s) is essential.

**ii) Core Competencies**

- Good working knowledge of using MS Office to a competent level, especially MS Word, Excel, PowerPoint and Outlook;
- Highly organized with ability to manage and prioritize tasks and work autonomously;
- Ability to exercise sound judgment, tact and discretion;
- A good deal of common sense, etiquette and an ability to think well;
- Shorthand and excellent typing skills with speed and accuracy;
- Good organizational skills;
- good communication skills, both verbal and written;
- Demonstrated ability to arrange meeting schedules, compile minutes and follow up on meeting decisions as are required from time to time,
- Comfortable in dealing with senior management and other stakeholders as required.

**iii) CIRCUMSTANCES**

- Age over 25 - 35 years.
- Fluency in English and Urdu. Pashto will be considered an added advantage.
- Good health, allow to work long and irregular hours (when required).