

# **TERMS OF REFERENCE FOR THE RECRUITMENT OF ADMINISTRATIVE SECRETARY TO SUPPORT THE EXECUTIVE DIRECTOR'S**

**Subject:** Administrative Secretary to support the Executive Directors Office

**Reports to:** Executive Director

**Job Purpose:** To contribute to the achievement of the objectives of the Administration through pro-active support of the Executive Directors office.

## **Specific Duties and Responsibilities**

1. Ensure proper organization, cleanliness and smooth running of the office
2. Ensure that the logistics and equipment needed for the smooth running and control of the office, such as computers, telephone, fax, internet, stationery and other supplies are in place,.
3. Handling incoming and outgoing mail
4. Drafting of notes and letters for the Executive
5. Collection and dispatch of mail and courier pick-up and delivery services
6. Control of meetings bookings for internal and external participants.
7. Document management: registration, filing and archiving
8. Other duties as may be assigned by the Executive Director

## **Qualifications:**

- a) Bachelors' Degree in Secretarial Studies from a recognised University.
- b) Possession of a Diploma in Administrative and management studies will be an added advantage.
- c) Ability to work in a team and with a pleasing personality
- d) Ability to deal with stressful situations.
- e) High level of interpersonal and management skills. Evidence of training in leadership and management skills is added advantage.
- f) Ability to prioritise, understand complex subjects and respond appropriately

- g) Positive and a good all-rounder, outgoing and cheerful
- h) Discrete and able to handle sensitive information
- i) Proactive in finding solutions to potential problems
- j) At least 6 years of consecutive practical experience in Administrative and Management, or related duties in a busy public or private organisation.