

ROVING SECRETARY

Position Description

BASIC FUNCTION OF POSITION

The main purpose of this position is to provide administrative support and coverage for the Administrative Assistants in various offices during their absence and assist them during busy periods. The Roving Secretary is to be familiar with all offices of the Mission.

MAJOR DUTIES AND RESPONSIBILITIES

1. Types in draft and final documents for various USAID offices including technical documents such as MAARDS, correspondence, memos, reports and tables. Under instruction from the supervisor, the incumbent may draft and type replies to correspondence of a non-technical or non-substantive nature in accordance with established precedents or relevant AID manuals.
2. Performs clerical and procedural duties which include: providing telephone and receptionist services; screening visitors and escorting them; maintaining records of leave and attendance; issuing various work orders for offices and residences; requisitioning office supplies; following up on repairs of office equipment and printing services; reserving rooms for meetings; filing material and maintaining the office filing system; receiving and controlling incoming correspondence/communications; reviewing outgoing correspondence, reports, etc. for format, grammar and punctuation and removing typographical errors.
3. Administrative support duties include: maintaining supervisor's calendar; scheduling appointments and conferences and ensuring that the supervisor is briefed or provided proper background material for meetings; making travel arrangements; making arrangements for conferences; locating and assembling information for various reports and briefings for USAID sponsored conferences, workshops meetings and seminars and preparing and arranging seminars, meetings, hotel reservations and travel arrangements for visitors and TDYers.
4. Keeping abreast of various procedural requirements (for example procedures required to process travel vouchers). When required, prepares and/or makes requests for (a) official transportation within and outside Kathmandu, for office and visiting personnel; (b) hotel reservations for visiting personnel.
5. Receives and distributes incoming mail to the supervisor or other staff, attaching relevant background material and, as instructed by the supervisor.

6. Informs the supervisor of the nature and history of recurring reports and travel itineraries. Prepares travel vouchers and travel requests for the supervisor and other team members.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Completion of Higher Secondary education is required.
- b. At least one year of professional administrative or secretarial experience is required.
- c. Basic knowledge of current events in Nepal as well as typical norms for conducting business and protocol within the diplomatic community is required. Basic knowledge of administrative practices is required.
- d. Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required.
- e. Strong communication and interpersonal skills are required. The ability to prioritize work and juggle various duties at one time is required. The ability to adapt quickly to different offices and handle the duties as requested is required.
- f. Excellent computer skills in using Microsoft Office including Word; Excel; Power Point; Office Calendar; Internet and E-mail is required.

POSITION ELEMENTS

- a. Supervision Received:

The incumbent will report to the Human Resources Specialist.

- b. Supervision Exercised:

none

- c. Available Guidelines:

USAID Automated Directives System (ADS), Mission Policies, Mission Orders.

- d. Exercise of Judgment:

The incumbent will be expected to exercise judgment within the scope of work.

- e. Authority to Make Commitments:

none

f. Nature, Level and Purpose of Contacts:

The incumbent will interact with all levels of Mission staff but will work mostly with other Administrative Assistants and members of the Executive Office, the Contracting Office, and the Office of the Controller.

g. Time Expected to Reach Full Performance Level:

6 months