

## Job Description

**Position** : Secretary  
**Type** : Service Contract  
**Reporting to** :

### Background:

Under the supervision of the Project Manager the Personal Assistant ensures the effective functioning of the front office by providing secretarial assistance and office support to the Project Manager.

He/she works closely with the Project Manager for coordination and effective implementation while arranging appointments/meetings inside and outside the office.

He/she coordinates the Operations related information flow and ensures timely distribution, attention and action on incoming mails. He/she also maintains follow-up action with other staff members on programming/administrative matters. The Personal Assistant maintains a collaborative relationship with all other team members.

### Results - Oriented Functional Statement:

- Coordinates and follow up incoming correspondence and communication from the team members. Ensures replies are sent in a timely manner. Keeps record of distribution of papers.
- Ensures efficient and effective internal and external communication by helping and following instruction, taking care of the proper filling of all e-mails, and keeping track of deadlines and reports to be sent using an electronic or manual recording system.
- Assist the Project Manager in discharge of his/her duties. Fixes appointments, collects documents, and ensures that presentations, speeches and briefs are prepared in consultation with and the Project Manager.
- Performs all tasks related to travel of the Project Manager within and outside the country.
- On behalf of the Project Manager, communicates with Govt. NGOs or others as may be required.
- Ability to identify key changes or developments nationally and from the press and inform Project Manager accordingly.

### Functional Competencies:

- **Business Acumen**  
Coordinates with other relevant officials to have briefing notes as and when required by the Operations Manager. Types documents from written manuscripts, some of which are highly confidential nature, provides inputs and reviews speeches and papers for presentation to various national/international workshops/seminars organized by UNFPA.
- **Implementing management system**  
Maintains information/database on system design features and develops system components.
- **Client Orientation**  
Establishes effective relationships with internal and external clients, and organizes and prioritizes work schedule and addresses client needs and deadlines promptly and diplomatically.

## **COMPETENCIES REQUIRED:**

### **Primary Competencies**

#### ***Results-based programme development and management***

Uses analytical skills to identify opportunities for project implementation and participates as resource person to make the project(s) successful.

#### ***Innovation and marketing of new approaches***

Documents and analyses innovative strategies, best practices and new approaches. Adapts quickly to change. Works closely with stakeholders.

### **Corporate Competencies**

#### **Values**

##### ***Integrity/Commitment to mandate***

Acts in accordance with UNFPA values and holds him/herself accountable for actions taken.

##### ***Knowledge sharing/Continuous learning***

Actively produces and disseminates new knowledge.

##### ***Valuing diversity***

Appreciates differences in values and learns from cultural diversity.

### **Managing Relationships**

#### ***Working in teams***

Actively seeks resolution of disagreements and supports the decisions of the team.

#### ***Conflict and self management***

Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoids engaging in unproductive conflict. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

### **Working with people**

#### ***Performance management***

Seeks new challenges and assignments and exhibits a desire to learn.

### **Personal leadership and Effectiveness**

#### ***Analytical and strategic thinking***

Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities.

#### ***Results orientation/Commitment to excellence***

Takes action until successful outcomes are achieved.

### **Job Requirements:**

Experience in working in multi-national environment will be preferred.

### **Academic Requirements:**

Undergraduate degree in any discipline.

### **Experience:**

3-5 years of experience in the similar position along with event management experience is required.

### **Languages**

Excellent command of oral and written English and Bangla is essential.

### **Computer skills**

Proficiency in current office software applications including e-mail and internet applications is a must.