

TOR's for Executive Secretary

- 1) Responsible to provide necessary support to Executive Director with complete secretarial and administrative services.
- 2) Assist in preparation of agendas and make arrangements for different program related meetings.
- 3) Compile data, and prepare papers for consideration and presentation. by executives and committees.
- 4) Assist in the planning and preparation of meetings/conferences and other related issues.
- 5) Attend meetings, prepare minutes and circulate.
- 6) Meet with individuals, Organizations and others on behalf of executive Director or committees.
- 7) Manage and maintain Executive Director's schedules.
- 8) Maintain the general filing system.
- 9) Prepare reports, memos, letters, presentation and other documents, using word processing, spreadsheet, MS project, MS powerpoint, database, etc.
- 10) Review Program practices and procedures in order to determine whether improvements can be made in areas such as workflow and reporting procedures.
- 11) Any other duty assigned by the Executive Director

Skills

The incumbent must demonstrate the following skills:

- Excellent communication skills
- Proficiency in English.
- Ability to set Priorities
- Organizational Skills
- 'Can do' attitude.