**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.