

JOB PROFILE

Job Title: Secretary
Job Location: Delegation of the European Union to Nepal
Category: Local Agent – Group III
Post number: 186186
Contract: 1/5/2014-03/03/2015

Overall purpose:

To provide general administrative and secretarial assistance, as well as document management services to the Delegation.

Functions and Duties:

- To assist the members of the delegation in typing correspondence and managing the day to day work;
- To ensure circulation of information between various sections of the Delegation;
- To assist in maintaining a computerised data base, filing of documents and maintaining the archives;
- To maintain records and monitor the inflow/outflow of invoices, letters, tender documents and other documentation as needed;
- To manage e-mails of the section and ensure proper distribution;
- To provide assistance for workshops/seminars/meetings and trainings arranged and conducted by the Delegation;
- To prepare programme of visits of officials/experts;
- To assist in the preparation of documents for official visits to the Delegation;
- Other ad hoc professional duties of similar nature according to the needs.

JOB REQUIREMENTS

Education and Training

He/she should have a High School diploma and possess appropriate technical vocational training.

Experience

At least 2.5-3 years of experience with the same duty, preferably with a foreign mission or international organisation.

Knowledges

Good knowledge of Microsoft Office, good knowledge of data base filing, good knowledge of documents handling as well as maintaining of files and archives. Good organisational skills.

SKILLS

Languages

Very good knowledge of English and Nepali (understanding, speaking, reading and writing).

Communication & Intellectual skills

NPL-VAC-TEMP-01/2014

Good ability to communicate; to understand and be understood. Good drafting skills. Good capacity to deliver in a structured way. Good capacity to plan, organise and prioritise the work. Good ability to identify users' needs. Good ability to work in a proactive and autonomous way.

PERSONAL QUALITIES

Flexibility to work under pressure and to respond quickly to new demands. Commitment to assure quality. High degree of responsibility. Diplomacy and discretion.