

JOB DESCRIPTIONS

Position Title : **Personal Assistant**
Reporting to : **President and Executive Director**

Summary:

Personal Assistant provide administrative support for President, EXCO Members and Directors (President and Executive Director Office)

The position calls for flexibility, project coordination, excellent interpersonal and communication skills and the ability to work well with all levels of management, staff and outside clients and vendors.

The position will require the ability to work well and efficiently without supervision and maintain the highest level of confidentiality.

This list by no means exhaustive and will be subjected to changes from time to time as and when required.

Key Responsibilities:

1. Appointments/Meetings

- Manage and maintain schedules, including scheduling travel and conferences, making appointments and making changes to appointments.
- Fix commitments to maximize time efficiency
- Record, transcribe and distribute minutes of meetings
- Arrange and co-ordinate meetings and events
- For meeting coordinated by PEDO:
 - Prepare agenda in advance
 - Arrange meeting facilities
 - Act as recording secretary; prepare action minutes

2. Communication

- Compose correspondence/reports for signatures
- Arrange essential mail in priority action order for
- Check deadlines on incoming requests and put preliminary work in play
- Process replies on own initiative or from EXCOs/ Directors dictation or notes
- Research, draft or abstract reports
- Handle all internal/external inquiries directed to the PEDO
- Answering and directing calls to appropriate executives and parties, taking messages.
- Opening, sorting and distributing correspondence, including email and faxes.
- Monitor, screen, respond to and distribute incoming communications
- Disseminate information on policies and decisions, and ensure pertinent information and materials are adequately produces or reproduced for circulation

3. Confidentiality

- Assure discreet handling of all business

4. Travel

- Liaise with Administration Services Unit for travel arrangement
- Arrange travel cash in advance
- Prepare itinerary, trip file and supplies
- Prepare expense report tools for PEDO
- Complete expense reports after trip

5. Admin

- Prepare and develop a records management systems; maintain and recommend changes to records system when appropriate
- File and retrieve documents and reference materials
- Assist the President, EXCO Members and Directors in writing papers, speeches and materials for publications, preparing reports, presentations and general correspondences

6. Key Donors' liaison

7. At the advanced levels, Personal Assistant may,

- Take part in any administrative meetings to assure secretarial follow-through
- Prepare and control administrative budgets for ED's office
- Coordinate finances, assist with budget preparation

Others:

- Take on special project Management as directed by President and Executive Director
- Undertake any other compatible duties as may be required from time to time