



Terms of Reference

POST TITLE	:	Secretary (2 positions)
POST LEVEL	:	To be classified by UNDP
DUTY STATION	:	UNFPA country office, Kathmandu
DURATION	:	Annual, renewable

Organizational Setting

Under the overall guidance of the National Programme Officers, the Secretary provides secretarial, programme and administrative support to the staff in the respective Programme Units, ensuring high quality, accuracy and consistency of work.

The Secretary works in close collaboration with other staff in the respective Programme Units and Operations in the Country Office to provide effective programme delivery.

Main tasks and responsibilities


1. Provides **Secretarial Support to relevant staff in the Programme Units** with focus on the following:
 - Preparation/editing/formatting of correspondence, emails, faxes, memoranda, reports, documents and/or presentations using standard software. Arranging appointments, scheduling meetings, receiving visitors, screening phone calls, making travel arrangements and responding to requests for information;
 - Retrieves information speedily by maintaining electronic and paper filing and other systems.
 - Ensures availability of relevant factual information and supporting documentation highlighting key issues and providing appropriate detail for use in meetings, conferences and other events.
 - Prepares informal translation and may act as interpreter
 - Selects and makes pertinent abstracts and undertakes searches for information
2. Provides **administrative support to the Programme Units** with focus on the following:
 - Plans, schedules and co-ordinates travel and logistics for meetings, conferences and special events.
 - Prepare and process checklists relating to payment requests, etc.
 - Assist in coordinating the visits and programmes for national and international missions, including collection and collation of briefing material, etc, as required.
 - Tracks, monitors and indents stationery items and office supplies etc. to ensure adequate resources are available.
3. Support the **provision of the Technical Assistance and management of Programme/Projects** with focus on the following:

- Assist in preparation of grants, Annual Work Plans and other similar contracts of programme components.
 - Provides support in creation of projects in Atlas, preparation of budget/work plan revisions as well as facilitating operational and financial closure of a project.
 - Assistance in entering and generating various programme module reports in ATLAS as per Programme module.
4. Supports **ATLAS functions in Country office** with focus on the following:
- Creation of requisitions in Atlas for projects, Making budget check for requisitions.
 - Receipt data entry for goods and services in Atlas.
 - Programme data entry in the ATLAS programme module and generation of reports.

Minimum Qualifications And Experience

- Secondary Education preferably with specialized certification in secretarial practice and office management. University Degree would be desirable, but it is not a requirement.
- Three to five (3-5) years of relevant administrative or programme experience is required at the national level. Experience in dealing with people and other partners, as well as preparing and coordinating events are essential.
- Experience in the usage of computers and office software packages (Microsoft Office) and knowledge of spreadsheet and database packages, experience in handling of web-based management systems
- Full proficiency in English (including good writing skills), knowledge of one of the official Nepali language

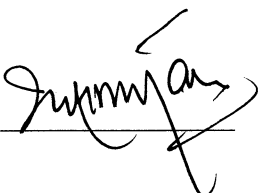
Approved: Ian McFarlane, UNFPA Representative


7/7/10

Clearance: Ugochi Daniels, Deputy Representative


7/7/10

Clearance: Raj Gakhar, Int'l Operations Manager


07.07.10