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## **AT01600**

### **SECRETARY**

**Level 3**

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#### **Reports to (Hierarchical)**

HR Administration Manager

#### **Reports to (Functional)**

HR Administration Manager

#### **Job Family**

HR & FIN

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#### **Main Purpose**

Perform secretarial administrative activities according to the instructions of the supervisor and **MSF** rules and protocols to ensure efficient administrative support to **MSF** office staff.

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#### **Accountabilities**

- Write and/or check official letters, reports and other documents related to the Mission
  - Arrange and confirm appointments, keep a diary of absences, meetings and holidays up to date.
  - Maintain a call register (incoming and outgoing) informing the individuals about the calls received during his/her absence.
  - Take and prepare minutes of meetings.
  - Manage all incoming /outgoing mail/packages/faxes, ensuring a proper registration and delivery to internal or external recipients.
  - Monitor the person in charge of the mail and check the receipts, as well as the courier company and perform billing for services rendered.
  - Manage office stationary supply and place orders on time to avoid running out of stock.
  - Supervise the printing of copies and binding of documents.
  - If the absence of a receptionist, welcome guests and visitors, ensuring that the reception area is in good, clean condition
  - Inform supervisors in the case of any incident / problem.
  - Help to organize internal and external events (meetings, presentations, etc) in sending invitations, ordering the catering, arranging accommodation, etc.
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#### **Education**

Secondary education and secretarial related studies

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## **Experience**

Desirable working experience of two years in similar jobs.

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## **Languages**

Essential, mission working language and local languages.

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## **Knowledge**

Essential computer literacy (word, excel and internet)

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## **Competencies**

- Results.
  - Teamwork.
  - Flexibility.
  - Commitment.
  - Service.
  - Cultural.
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