

JOB DESCRIPTION	Executive Secretary
Job category	3 - Senior Admin. Staff

A. Responsibilities

The incumbent is responsible for the

- Overall smooth, uninterrupted functioning of the office,
- Maintenance of an overall good flow of communication and information in the program and to the GTZ-Country Office
- The daily operational execution of all programme affairs,
- Filing of documents and brochures according to GTZ procedures,
- Assisting the Principal Advisor and the Programme Manager in their administrative duties (travel claims etc.)

Within this context, s/he fulfils the following tasks:

B. Tasks

Secretarial Work and Services

- Answers, screens, forwards and/or returns phone calls and messages
- Manages incoming and outgoing correspondence, including faxes, e-mails, parcels and hand delivered messages on a routine basis
- Monitors responses and carries out routine correspondence, as requested
- Makes photocopies and scans documents if and when required
- Assists in the logistical management and documentation of meetings, workshops, seminars and other project activities inside and outside the office
- Attends internal team meetings/workshops and writes the minutes
- Supports the logistics of visitors' programmes, makes travel arrangements and manages travel requirements (tickets, flight and hotel booking, transport, etc.)

Office Coordination, Office Management and Coordination

- Maintains the leave reports of seconded experts
- Coordinates and monitors event schedules and maintains the appointment schedule of GTZ-HSS
- Coordinates and organises GTZ meeting room(s)
- Coordinates with person in charge regarding internal meeting requirements
- Coordinates internal capacity development for program staff

Administration

- Establishes and/or updates index of, and data on, contact addresses, phone/fax numbers and e-mail-addresses regularly
- Assists in setting up and maintaining a filing system in the office, and seeing to it that information is kept confidential, particularly in the field of personnel and financial management.
- Maintains and up dates the programme filing system for incoming and outgoing letters, faxes, e-mails on a daily basis

