



POST PROFILE

POSITION: SENIOR PRIVATE SECRETARY GRADE 8 (TO THE DEPUTY SECRETARY TO THE NATIONAL COUNCIL)

POSITION IN THE ORGANISATION

The Private Secretary Grade 8 is reporting directly to the Deputy Secretary Grade 2 who is the second Senior Manager in the National Council and shall expect to have regular/direct contact with management and other staff in the National Council on matters concerning the institution. The Senior Private Secretary Grade 8 may also from time to time be assigned to the Secretary to the National Council when need arises and perform his/her work under the instruction of the Secretary to National Council as required.

Generic Job Description

This job category includes personnel involved at operational level with the typing of manuscripts; the screening and channeling of telephone calls and visitors; the updating of diaries and other sources of elementary clerical work; the taking and relaying of messages; the ordering of office supplies; the taking down of minutes at meetings where so required; the serving of and arranging for provision of refreshments; the making of photocopies and the collecting/delivering of documents; the operating of labour saving and communication devices; the filling and safe-keeping of all documents where so required and the performing of any duties which may be assigned.

This job level includes personnel who independently perform activities described above and may supervise support staff where necessary.

Main duties of the job

Provide Executive Support

- Maintain and manage the Deputy Secretary's daily calendar, appointments, and meetings
- Screen calls, enquiries and requests, and handle them when appropriate;
- Prepare briefing documents, reports, and minutes of meetings of the Deputy Secretary;
- Coordinate internal and external meetings, including making logistics, agendas and follow-ups
- Serve as a Secretary to Committees that are chaired by the Deputy Secretary.

Communication Management

- Draft letters, memos and other correspondences as directed by the Deputy Secretary
- Proofread correspondences, emails, reports and other related documents before present such to the Deputy Secretary;
- Manage all incoming and outgoing communications for the Deputy Secretary;

Travel and other travelling logistics

- In consultation with the Personal Assistant to the Secretary, arrange domestic and international travel, accommodation, and itineraries of the Deputy Secretary;
- Ensure that all necessary travel documents are in order and travelling claims are submitted to subdivision Finance on time;

Administration Coordination

- Coordinate meetings between the Deputy Secretary and other senior management staff
- Maintain office system including data management and filing;
- Provide secretarial services to the Deputy Secretary and be able to conduct desktop research on matters of interest for the Deputy Secretary and be able to prepare various presentations for the Deputy Secretary;
- Assist with the implementation of the National Council Strategic Plan.
- Monitor deadlines and follow-up on pending tasks

Confidentiality

- Handle confidential information with the utmost discretion and professionalism;
- In consultation with the Personal Assistant to the Secretary, secure filing system for sensitive and confidential records.
- Perform any other tasks as may be assigned from time to time by the Deputy Secretary and the Secretary to the National Council.

Required skills	<ul style="list-style-type: none">• Strong organisational and time management skills;• Excellent written and verbal communication skills• Strong organisational and time management abilities• High degree of professionalism and confidentiality;• Proficiency in Microsoft Office Suite (PowerPoint, Excel, Word, Outlook)• Ability to work independently and under pressure
Personal attributes:	<ul style="list-style-type: none">• Must be trustworthy• Proactive and resourceful• Pay attention to detail• Good interpersonal skills