

**Project Secretary- Project Implementation Unit
Term of Reference (Subject to Revision)**

- Maintain cordial relationship with all stakeholders including visitors and receive telephone calls and forward them to concern PIU officers /staff
- Receiving and dispatching all office communication by e-mail, fax, post, etc. with the support of Office Assistant
- Maintain adequate system for receiving filing and dispatching communications. Distribute these communications to the relevant recipients for action or information on a timely manner (assures copying and further distribution)
- Maintaining appropriate logs and chronological files of all written communication as well as the general archive of the office
- Regularly check the incoming & outgoing postal mail/hand delivery/courier on due time and maintain relevant registers
- Maintaining an updated contact lists (name, designation, telephone, mobile, email, fax, etc.) of project staff and stakeholders of the project
- Providing secretarial services (i.e. write correspondence, phone calls, photocopies, etc.)
- as required by Deputy Project Director and senior staff (P3/P4/P5 level Officers)
- Arranging appointments of the Deputy Project Director and other senior staff
- Administrative support for the PIU office and staff including janitorial and security services
- Follow up logistical arrangement for staff missions and other travel arrangements and maintain the mission log
- Organize travel arrangements and hotel bookings for staff and visitors
- Maintain close coordination with the PMU Secretary and other relevant staff
- Timely submission of periodical reports prepared by the relevant staff of the PIU and assist in preparation of the same
- Assist to organize meetings and keeping minutes of the meeting
- Submit PHC innovation fund proposals received from the officials to relevant officers and committees to obtain approval, coordinate with PMU to get the final approval and maintain a special register.
- Maintain skeleton personal files and recover inventory documents, passwords from the officers leaving HSEP
- Maintain leave register and vehicle record register at the PIU office
- Any other duties and responsibilities assigned by the Project Director and Deputy Project Director