

Terms and References - Management Assistant

- Provide administrative support for meetings, seminars, workshops and training programs.
- Update and maintain fixed assets register/inventory of the project
- Responsible for collection of documents from regional offices, points in the periphery and other relevant Ministries, Departments and Institutions.
- Maintain a comprehensive filing system in collaboration with colleagues for all documents, reports, presentations and other material related to procurements, meetings, seminars workshops and other areas of work and timely retrieval.
- Maintain a document management system including record room.
- Attend to correspondence in and out and maintain correspondence logs.
- Maintaining store management and logistics management (Security, Utility Bills Transport etc.)
- Maintain administrative registers (transport, utility services, janitorial and security) and office maintenance.
- Handle administrative requests and queries from senior officers.
- Screens and directs telephone calls; Receives, greets and directs visitors, facilitates hospitality for official meetings.
- Receives and prepares for sending the office mail (postage & courier), faxes etc; Files, correspondence, including incoming and outgoing correspondence, inserts data and maintains records as instructed by senior staff members.
- Photocopies or scans materials upon request.
- Maintains PMU assets including records; Assists in the inventory process and with archiving documents/folders; Performs other duties, as required
- Tasks related to finance and procurement assigned by the Project Director/Deputy Project Director depending on the service requirement.
- Any other tasks designated by the Project Director