

## AT01600

### SECRETARY

Level 3

#### REPORTS TO (HIERARCHICAL)

HR Administration Manager

#### REPORTS TO (FUNCTIONAL)

HR Administration Manager

#### JOB FAMILY

HR & FIN

#### 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.

#### 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.

#### EDUCATION

Secondary education and secretarial related studies

#### EXPERIENCE

Desirable working experience of two years in similar jobs.

#### LANGUAGES

Essential, mission working language and local languages.

#### KNOWLEDGE

Essential computer literacy (word, excel and internet)

#### COMPETENCIES

- Results.

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

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