|  |  |  |
| --- | --- | --- |
| **Title:** | SECRETARY | |
| **Generic Function:** |  | |
| **Code:** | AT01600 | |
| **Level:** | 3 | **(E)** |

|  |  |
| --- | --- |
| **Position in the Organization** | |
|  |  |
| **Reports to (Hierarchical):** | HR Administration Manager |
| **Reports to (Functional):** | HR Administration Manager |
| **Job Family:** | HR & FIN |
| **Supervises (Function):** |  |

|  |
| --- |
| **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. |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |  |
| --- | --- |
| **Requirements** | |
|  |  |
| **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. |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**