

JOB PROFILE

Job Title:	Executive Assistant
Place of Work:	Islamabad
Reports to:	Country Director
Line management responsibility:	Not Applicable
Budget Responsibility:	Not Applicable
Child Protection Level:	1

Name and Signatures:

Date:

**Name of Line Manager and
Signature:**

Date:

Job Purpose

This position provides secretarial, administrative and logistical support to Country Director and act as the key link between Country Director, SMT members and Asia Regional Director.

Key Accountabilities

- Ensure that critical information is passed to the required person and that urgent requests for information are met swiftly;
- Filter requests for meetings with the Country Director or other SMT members ensure that intending visitors are referred to the appropriate person;
- Be the primary point of contact for Asia Regional Office and London HQ staff seeking information and assistance from Pakistan Country Office;
- Take calls from government, other INGO's and members of public, filter and assign to CD;
- Schedule appointments for SMT members, taking into consideration travel and other commitments. Make all travel arrangements for CD;
- Prepare formal correspondence to government officials, and on occasions to partner organizations. Prepare response to simple correspondence from members of the public to CD;
- Develop and maintain CD travel schedule. Maintain and share holidays schedule of CD & SMT at least 3 days before travel – so that staff are aware of their absence from office, and get required approvals on documents before their departure, and so that Finance can track which signatories will be available;

- Take meeting minutes and maintain file of key documentation for country office and keep record of SMT minutes. Establish and maintain a central filing system for CD including hard copies of protect documents and narrative reports, MoUs email approvals in and out of correspondence;
- Update donor contact on monthly basis;
- Organize workshops, Dinner /tea functions for donors/NGO/staff;

Knowledge, Skills & Experience Requirements

- Graduate with 2 years of relevant experience.
- Good command on English, verbal and written
- Works accurately with attention to detail.
- Ability to respond to a variety of questions relating to the job.
- Manages own time under guidance and direction from seniors.
- Effective use of technology and department procedures to assist in achievement of objectives.
- Adaptable and Flexible
- Proficient in Ms Excel , MS Word and Outlook
- Must be prepared and able to work under pressure at times
- Ability to understand and comply with security guidelines.
- Demonstrate strong work ethics; organisational values and commitment
- Strong analytical, interpersonal and communication skills
- Sensitive to child protection issues

Child Protection - level 1

Level 1 - the responsibilities of the post do not require you to have contact with children or young people

Declaration

I, certify that I have read and understood this job description and I pledge to respect it along with the laws of this country, the SC_UK Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.

NOTE: This document is subject to revision.