

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

Position Title : Personal Assistant
Position Level : 13
Occupational Group : Administrative and Technical
College : Samtse College of Education

2. MAIN PURPOSE OF THE POSITION:

The main purpose of the position is to provide day-to-day administrative and logistical support to the officer

3. GENERAL ROLES AND RESPONSIBILITIES

1. Draft, type and dispatch correspondences as per the directives of the officer;
2. Take notes and draft letters and statements;
3. Attend to the telephone/pass the line to the officer as and when required;
4. Arrange appointments/meetings and maintain timing for the officer;
5. Maintain records/files on matters directly dealt by the officer;
6. Organizing and attending meetings and ensuring the officer concerned is well prepared for meetings;
7. Manage events which are related directly to or hosted by the concerned officer;
8. Assist in compilation of reports and presentations of the officer concerned;
9. Collecting all the reports on behalf of the officer concerned;
10. Carry out any other tasks that may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

1. Dealing with official incoming email, faxes and post, often corresponding on behalf of the officer concerned;
2. Briefing the officer concerned on the agenda before every meeting;
3. Maintaining the office of the officer concerned;
4. Make travel and logistics arrangements for the officer concerned;
5. Receive and manage visitors of the officer concerned;
6. Carry out any other tasks that may be assigned from time to time.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Educational Qualification: Class XII passed basic computer background

5.2 Experience: Not required

5.3 Knowledge skills and Abilities:

1. Good communication skills in written as well as spoken at least in Dzongkha and English,
2. Knowledge of rules and regulations pertaining to the area of work,
3. Ability to organize information and maintain up-to-date information for administrative and management purposes, and,
4. Ability to be courteous and able to handle matters in short notice