

**ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE**

1. JOB IDENTIFICATION

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|------------------------|---|-----------------------------|
| 1.1 Position Title | : | Administrative Assistant |
| 1.2 Position Level | : | 13 |
| 1.3 Occupational Group | : | Administrative & Technical |
| 1.4 College | : | Samtse College of Education |

2. MAIN PURPOSE OF THE POSITION:

The main purpose is to manage and oversee the entire HR and Administrative works of the college. This position is crucial in ensuring that the university/college's assets and resources are efficiently tracked, maintained, and utilized.

3. GENERAL ROLES AND RESPONSIBILITIES:

- 3.1 Draft, type and dispatch correspondences as per the directives of the officer;
- 3.2 Take notes and draft letters and statements;
- 3.3 Attend to the telephone/pass the line to the officer as and when required;
- 3.4 Arrange appointments/meetings and maintain timing for the officer;
- 3.5 Maintain records/files on matters directly dealt by the officer;
- 3.6 Receive and manage visitors of the officer concerned;
- 3.7 Manage events which are related directly to or hosted by the concerned officer; and
- 3.8 Carry out any other tasks that may be assigned from time to time

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Draft, type and dispatch correspondences as per the directives of the officer;
- 4.2 Assist the officer in administrative duties e.g. photocopying, binding, compilation of materials;
- 4.3 Arrange meetings as required;
- 4.4 Maintain office records and file;
- 4.5 Liaise with various people in relation to official work; and
- 4.6 Carry out any other tasks that may be assigned by the officer from time to time

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: Class XII passed with 3 months computer background

5.2 Experience: Candidates with good typing skills both in Dzongkhag and English

5.3 Knowledge Skills and Abilities:

- 5.3.1 Ability to type dzongkhag letters
- 5.3.2 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- 5.3.2 Good social and communication skills both in terms of writing and speaking.
- 5.3.3 Conversant in the area of responsibilities regarding technical know-how and changing environment.
- 5.3.4 Excellent time management and communication skills.
- 5.3.5 Good public relation skills and ability to build productive business/professional relationships within the College and with outside stakeholders.
- 5.3.6 Ability to work in a stressful work environment and meet deadlines without procrastination.
- 5.3.7. Ability to manage and lead as and when required
- 5.3.8. Proficiency in working with MS Office programmes.