

Position : Executive Secretary

Position Code : ES-02

Consolidated Remuneration : Between Rs.43,500/- to Rs.1,20,000/- per month.
Depending on qualifications and experience.

Job Description: To assist the Mission Director in his day-to-day functions, which includes organizing appointments, mails and communication plans.

Interacting with national and international agencies on behalf of the PMU and Mission Director. Coordinating with Mission Director and the stakeholders for organizing meetings (national and international) seminars, outreach activities and communicating strategy. Coordinating and managing all travel related needs of the Mission Director.
Any other task allocated by the Mission Director.

Key Responsibilities:

- Variety of administrative and executive support tasks that are confidential and sensitive.
- Researches, compiles, assimilates, and prepares confidential and sensitive documents, and briefs the Mission Director regarding content.
- Reading and screening incoming correspondence and reports; making preliminary assessment of the importance of materials and organizes documents; all official correspondence by way of emails/letters and other means of communication on behalf of the Mission Director and the PMU team.
- Composing letters and memoranda in response to inquiries, putting up files for administrative approval.
- Reviewing, proof reading and editing documents prepared for Mission Director's signature.
- Calendar Management of Mission Director by coordinating and facilitating the Mission Director's calendar to arrange appointments, meetings, and conferences.
- Travel Management & coordination. Making travel arrangements; preparing itineraries; compiling and maintaining travel vouchers and records.
- Maintenance of official records/files by establishing and maintaining various filing and records management systems.
- Coordination & facilitation of various meetings such as EC/JSC/ SAC Meeting/ TAG meeting/PMU Annual and half yearly meetings with various stakeholders.

Essential Qualifications:

Graduate in any discipline from recognized University / Institute

Should have adequate knowledge of various IT software(s) and application(s) for general day to day working environment.

Desirable Qualifications :

Diploma / PG Diploma in Office Management / Communications / Public Relations or related subjects from any recognized Institute.

Experience :

Minimum 6 Years

Age Limit :

Maximum 38 years as on 11 April, 2021

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| <ul style="list-style-type: none">• Coordination for logistic and travel arrangements for various meetings and site visits.• Reporting services - Acting as liaison between the Mission Director, subordinates or others, by transmitting directives, instructions and assignments and following up on the status of assignments.• General office management by ensuring availability of essential office supplies, general up keep of the PMU.• Any other task(s) assigned from time to time. | |
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