

Poverty Reduction Fund

Terms of Reference

Title:	National Secretary
Number of position:	1
Direct reporting to:	Head of Finance and Administration Division
Close coordination with:	All national staff and Provincial Secretary
General responsibility:	Management of in/out documents
Duty Station:	PRF national office in Vientiane with regular participate meetings in targeted provinces.
Contract type:	A one-year contract renewal subject to annual performance review with an initial probation period of 3-6 months.

Main Duties and Responsibilities:

- Receive visitors, assist them with their queries, providing information as required or routing them to the appropriate person;
- Operate answering incoming calls and directing such calls to the appropriate staff; Assist PRF staff with making overseas and domestic long distance calls;
- Ensure that the reception and waiting areas are well-maintained and organized;
- Assist visiting missions in arranging appointments, hotel accommodations, confirming air tickets and other request tasks;
- Prepare, type, proofread, edit and format documents and routine correspondence in English, Lao and sometimes French for office staff and visiting missions;
- Assist in preparation and logistical planning for various events;
- In conjunction with and under guidance from staff in a specific discipline, provide general support on project related matters as requested, monitor specific activities;
- Carry out information searches and basic translation from Lao to English and English to Lao;
- Maintain an up- to date list of Emergency Contact List for staff and visitors;
- Handle mail-room and pouch services. Sort and distribute periodicals, newspapers, incoming mail, open mail and handle route to the appropriate person;
- Handle filing of incoming and outgoing correspondence;
- Serve as back-up to Program Assistant;
- Perform other tasks as required by the Executive Director and Head of Finance and Administration Division.

Qualifications and experience:

- Degree in Business and Administration with familiarity of public management.
- 3 years relevant work experience in general administration and reception.

- Possess a good public relation.
- Possess strong skills in typing in both Lao and English.
- Fluency in Lao and English writing, editing, reporting and speaking is essential.
- Practical computer skill in software programmes commonly used of office purposes such as MS Office, Excel, Power Point, etc
- Good at Lao and English computer typing and note taking skills
- Showing team spirit and open to learn.