

## **Terms and References of Management Assistant**

- Provide administrative support for meetings, seminars, workshops and training programs.
- Update and maintain fixed assets register/inventory of the Project.
- Responsible for the collection of documents from regional offices and points in the periphery and other relevant Ministries, Departments, and Institutions.
- Maintain a comprehensive filing system in collaboration with colleagues for all documents, reports, presentations and other material related to procurements, meetings, seminars, workshops and other areas of work and timely retrieval.
- Maintain a document management system including record room.
- Attend to correspondence in and out and maintain correspondence logs.
- Maintaining store management and logistics management (Security, Utility Bills, Transport etc.)
- Maintain administrative registers (Transport, utility services, janitorial and security) and office maintenance.
- Handle administrative requests and queries from Senior Officers.
- Screens and directs telephone calls, receives, greets and directs visitors, facilitates hospitality for official meetings.
- Receives and prepares for sending the office mail (Postage & Courier) faxes etc., Files, correspondence, including incoming and outgoing correspondence, inserts data and maintains records as instructed by senior staff members.
- Photocopies or scans materials upon request.
- Maintain PMU assets, including records; assist in the Inventory process and with archiving documents/ folders; perform other duties, as required.
- Tasks related to finance and procurement assigned by the Project Director/ Deputy Project Director depending on the service requirement.
- Any other tasks related to finance designated by the Project Director/Deputy Project Director, which may arise out of the course of business