

## **Federation of Drinking Water and Sanitation Users Nepal (FEDWASUN)**

### **JD of Administrative Assistant**

#### **Duty Station:**

FEDWASUN Head Office, Kathmandu

#### **Responsibilities**

The Admin Assistant is a professional member of the Finance and Admin team and contributes for long and short-term planning, design and implementation of administrative activities. S/He will be responsible for maintaining day to day operation, record keeping, correspondence related activities of the project.

#### **Required Competencies**

- Experience in administration with a Civil society/Developmental Organizations/Program
- Familiar with office administration and management
- Knowledge of personal management and practice.
- Knowledge on procurement and supply related works
- Good computer skills in MS Word, Excel, Power point with English and Nepali typing

#### **Qualifications and Experiences**

Proficiency Certificate level or equivalent having work experience in Civil Society or development organization in the similar post.

#### **Detail JD**

- provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- open, sort and distribute incoming and outgoing correspondence
- perform data entry and scan documents
- assist in resolving any administrative problems
- prepare and modify documents including correspondence, reports, drafts, memos and emails
- schedule and coordinate meetings, appointments and travel arrangements for Board members and senior staffs
- maintain office supplies
- Maintain the attendance record, leave and other records of the staffs
- Maintain stock book
- Manage the logistic support in different activities organized by the organization
- Support and provide information to district chapters in terms of administration
- Proper Implementation of Human Resources Policy;
- Coordination of the provision of reliable and quality office supplies.
- Support in organizational activities apart from the project as and when required