

Terms of Reference for Administrative Assistant (AA)

Post: Administrative Assistant

Duty station: PMO, Butwal

Mode of contract:

There will be initial contract for one year with a probation period of three months. The annual contract will be extendable up to the program period based on satisfactory performance in the preceding contract.

Roles and Purpose of the Assignment

The Administrative Assistant will be responsible for providing administrative assistance in general Programme implementation and management and day-to-day liaison with counterparts. S/he will provide comprehensive secretarial and administrative support to the PM and PMO, including drafting correspondence, taking of minutes, arranging for the processing of government clearances, making travel arrangements and related tasks. The Programme Administrative Assistant carries out his/her functions under the direct supervision of the PM. Specifically, the incumbent will:

- ❖ Monitor Programme budget and financial expenditures and their conformity to the work-plan;
- ❖ Be responsible for day-to-day Programme correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- ❖ Assist in preparing evaluation reports, annual Programme reports, and update Programmes files;
- ❖ Prepare minutes of Programme meetings.
- ❖ Prepare all documentation for contract issuance.
- ❖ Collect and analyzes data, prepare and update briefs, records and other documents on Programme implementation.
- ❖ Provide inputs for publication materials and collect information related to the programme.
- ❖ Liaise with programme stakeholders on day-to-day implementation of programme activities.
- ❖ Assist on collection and compilation of administrative work of TA team.
- ❖ Perform other duties as determined by the PM/DPM and PMO.

Benefits and Remuneration:

Salary:

The salary of the Administrative Assistant, per person per month, will be NRs. 38,000 (NRs Thirty Eight thousand only). Tax on the salary will be as per the government Income Tax Rule.

Allowances:

The Administrative Assistant will get travel, daily allowances and hotel expenses during their field visits as per the GoN rule, as applied.

Leave:

The Administrative Assistant will be provided 18 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. They will also be provided 12 days of sick leave per year, but will not be carried on for the next year if not spent. In addition the technical experts will also be provided with Mourning Leave-15 days, Maternity Leave -2 months for women (15 days for men, for maternity care leave) and all public holidays.

Supervision of the Assistant and Administrative Control:

The Administrative Assistant will be administratively accountable and under the direct supervision of Program Manager. The Administrative Assistant will be controlled administratively (such as approval of leave and travel, evaluation of performance etc.) by the Program Manager or designated personnel of the PMO.