



University of North Carolina Project

VACANCY

UNC Project, a biomedical research, training and service project based in Lilongwe, invites applications from suitably qualified and experienced individuals to fill the positions of an **Executive Secretary**.

Job Summary

The Executive Secretary at the UNC Project provides high-level and top quality administrative assistance to management and heads of departments. She/he performs a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical and programmatic support functions of a general or specialized nature with only occasional instruction or assistance. She/he exercises judgment and initiative and relieves departmental heads of administrative details. She/he makes sure that the offices of the Country Director and Associate Country Director have an effective filing system. The Executive Secretary is also responsible for a calm and smooth running of her office making sure that the working environment is conducive.

Specific Duties / Responsibilities

- Perform a wide variety of varied, complex, sensitive and highly confidential administrative and logistical support including drafting reports, writing letters, schedules and other documents for internal or external correspondence,
- Control, maintain and update calendar/appointments for the management team especially the Country Director,
- Organize and maintain an effective filing system for the Country Director and Associate Country Director.
- Attend to some administrative issues in the absence of the Administrative Officer and HR & Administrative Manager,
- Take minutes during meetings, organize and distribute them with minimal delay,
- Process mail for management including receiving and recording in-coming mail, sorting and distributing incoming and outgoing correspondence and packages,
- Ensure that all expendable refurbishments are available in the management offices,
- Assist in coordinating, making, processing and confirming staff-travel arrangements; arrange for transportation and accommodations for travel internally and externally, check and process expense claims,
- Serve as a Secretary at meetings; arrange and coordinate board meetings for management including conference and zoom calls,
- Assist in safeguarding all office equipment and other supplies,
- Assist in ensuring economic and prudent use of project resources,
- Assist in maintaining inventory for project assets,

- Maintain the Country Director's year plans,
- Take calls and messages on behalf of the Country Director,
- Attend to visitors with courtesy and hospitality
- Perform any other duties assigned by management.

Qualification and Experience

- Bachelor's Degree or Diploma in Business Administration or Human Resource Management *Plus* Secretarial Courses,
- At least five years' experience in administrative work

General

- Take own initiative to meet or exceed continuing education requirements for the position
- Demonstrate a cooperative attitude in relationships with co-workers and other personnel
- Maintain confidentiality of patients, patients results and project operations
- Use all facilities and supplies with care and in a cost-effective manner

Safety

- Follow safety guidelines
- Maintain a clean and safe working environment

Management

- Ensure effective and efficient channels of communication,
- Ensure economic use of office resources,
- Ensure safe custody of office equipment,
- Take self-responsibility in becoming a member of a cohesive research team.
- Perform any other duties assigned.

Required Skills

- Proven administrative experience
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Strong computer skills and MS Office proficiency.
- Good organization skills
- Good time management skills
- Proven ability to take on a variety of different tasks without becoming overwhelmed
- Professional and friendly disposition
- Accuracy and good attention to detail
- An ability to stay calm and tactful under pressure
- Self-motivation
- Willing to work at odd hours
- A bright and positive attitude.

Knowledge

- Organization, operation and services of the UNC Project
- Principles and practices of sound business communication
- Records management principles and procedures including record keeping and filing principles and practices
- Understanding, interpreting and applying general and specific administrative and departmental policies and procedures
- Knowledge of office management systems and procedures

Please send your applications to:

Postal Address : The Country Director
UNC Project
Private Bag A-104
Lilongwe

Physical Address: Tidziwe Research Centre, Kamuzu Central Hospital, Lilongwe.

Email: administration@unclilongwe.org

Deadline for receiving applications: **March 27, 2020**

Only shortlisted candidates will be acknowledged.