



POSITION DESCRIPTION

Position Title: Administrative Assistant	Grade/Level: 02
Division: DMS Team	Program: DMS Team
Rational: The Administrative Assistant is responsible for coordinating the administrative activities of DMS Team.	
Supervisors: DMS Director & Team Leader DMS Program Manager DMS Project Manager DMS Program Coordinator	
Required Qualifications/Selection Criteria: <ul style="list-style-type: none"> • Bachelor's Degree in any field; Knowledge in planning, international development, public relations will be an asset. • Self directed, dynamic, autonomous, with excellent and exceptional organizational skills to assist and support the Team leader and Managers. • Ability to keep confidential matters confidential. • Occasional international travel may be required. • Minimum 1-3 years experience in administrative and office management. • Excellent English proficiency in speaking and writing. • Excellent interpersonal skills; team oriented working style; experience and demonstrated interest in multi-cultural and international work environment. • Excellent computer and typing skills. • Knowledge and experience in basic accounting and financial management preferred. • Strong desire to learn, undertake new challenges and new work; must be a creative problem-solver; must have self-confidence, a willingness to work hard. 	
Duties and Responsibilities <ul style="list-style-type: none"> • Maintain a calendar of events relevant to the unit. • Provide direct assistance to the DMS Director and Team Leader, and other team staffs in preparing project proposals and budgets, prepare and revise budget projections of the unit, establish and track all program activities and event follow-up actions. • Provide direct assistance to the DMS Director and Team Leader, and other team staffs in implementation of DMS projects. • Provide assistance in organizing conferences, meetings, seminars, workshops, training that are programmatically related to DMS team. • Provide administrative support to DMS team, such as management, preparation and organization of all DMS team related incoming and outgoing communications, scheduling, travel arrangements, meeting arrangements, coordination with other ADPC programs, and external contacts and other ADPC Teams. • Work closely with DMS Administrative Coordinator/Associate. ▪ Other duties as may be assigned as needed. 	