

## TERMS OF REFERENCE EXECUTIVE ASSISTANT Vaccany Code: (EA-ICT-005)

**Location:** Islamabad.

### 1. Organisational Context

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Group Development Pakistan is a Pakistani Non- Governmental Organization working in promoting child rights in Pakistan with a specific focus on Child protection since 2012.

### 2. Role Summary

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The Executive Assistant will work closely with directorial or senior managerial staff to provide administrative support, usually on a one-to-one basis. S/he will help to make the best use of their time by dealing with secretarial and administrative tasks and will be delivering the tasks outlined in the role summary in collaboration with the GDP team:

### 3. Essential Duties and Responsibilities

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The **Executive Assistant** s/he should acquire extensive knowledge of the organisation and know who key stakeholders are, both external and internal, and understand the organisation's aims and objectives. It is expected that work be handled efficiently in their absence. Discretion and confidentiality are therefore essential attributes of a successful Executive Assistant.

### Responsibilities

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- Maintaining office systems, including data management and filing
- Occasionally travelling to take notes or dictation at meetings or to provide general assistance during presentations
- Screening phone calls, enquiries and requests, and handling them when appropriate
- Meeting and greeting visitors at all levels of seniority
- Organising and maintaining diaries and making appointments
- Dealing with incoming email, faxes and post, often corresponding on behalf of their line manager
- Producing minutes of meetings, briefing papers, and presentations
- Organising and attending meetings and ensuring the manager is well prepared for meetings
- Liaising with GDP team as required

### 4. QUALIFICATIONS AND SKILLS

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- **Qualifications:** Masters' degree in Social Sciences/Management with background in Project Management or equivalent combination of education and experience
- **Experience:** 6 months – 2 years of work in a known organisation assisting senior management to deliver their workplans
- **Skills:**
  - Excellent command over English and Urdu (written and oral).

- Interpersonal communication skills, ability to deal with stressful and challenging situations, very autonomous and able to work independently;
- Result oriented, proactive and reactive person able to adjust quickly to cross cultural work environment and personalities.
- Excellent computer literacy
- Gender sensitized and human rights awareness is an advantage

## **5. How to apply**

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Interested candidates are requested to send CV and application at [hr@gdpakistan.org](mailto:hr@gdpakistan.org) not later than 10<sup>th</sup> May 2020 and clearly mentioned vacancy code and Skype ID in their CV. Women, gender-variant persons, minorities, differently abled persons who fit the criteria are encouraged to apply