

National CSR Foundation

Scheme of Service

Post of Administrative Assistant

Post	:	Administrative Assistant
Salary	:	Rs35,000 monthly A travelling and phone allowance for a total amount of Rs 5,000
Duration	:	One year renewable for another period of one year
Qualifications/Experience/Skills	:	<ul style="list-style-type: none">• A University Degree in Management or an equivalent qualification acceptable to the Foundation.• At least 5 years' proven experience in administration/management.• Candidates should :<ul style="list-style-type: none">(i) Have a good command of English;(ii) Have good interpersonal and communication skills;(iii) Possess a critical and analytical mind and have a multi-disciplinary approach to problem-solving; and(iv) Be computer literate.
Duties and Responsibilities	:	<ul style="list-style-type: none">• Provide administrative support to the Secretary General in general administration and in the implementation of decisions taken by the Council and other Committees in a timely manner• Provide assistance in organizing/scheduling meetings, preparing agendas, taking minutes and ensuring follow-up actions;

	<ul style="list-style-type: none">• Coordinate with other staff of the Foundation to ensure follow-up on operations, liaising with other stakeholders of the Foundation and assisting in organization of activities/events of the Foundation ;• Adhere and promote the corporate values of the Foundation;• Responsible for HR matters and for the operation of the Registry and safe keeping of records/ documents of the Foundation.• Perform any other related duties as may be assigned by the Secretary General
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