

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 **Position Title** : Administrative Assistant
- 1.2 **Position Level** : 13
- 1.3 **Employment Type** : Regular
- 1.4 **Occupational Group** : Administrative & Technical Staff
- 1.5 **College/OVC** : Paro College of Education

2. **MAIN PURPOSE OF THE POSITION:** *(provide main purpose of the job)*

The main purpose of an Administrative Assistant is to support the Administrative/HR Officer in smooth functioning of the College Administration.

3. **GENERAL ROLES AND RESPONSIBILITIES:** *(Use Representative Work Activities as provided in Position Directory).*

- 3.1 Draft, type and dispatch correspondence as per the directives of the officer/supervisor;
- 3.2 Assist the officer in administrative duties e.g. photocopying, biniding, compilation of the materials;
- 3.3 Arrange meetings as required;
- 3.4 Maintain office records and files;
- 3.5 Liaise with various people in relation to official work; and
- 3.6 Carry out any tasks that may be assigned by the officer from time to time.

4. **SPECIFIC ROLES AND RESPONSIBILITIES:** *(Provide list of specific task that is not covered by the Representative Work Activities).*

An Administrative Assistant has various duties and responsibilities to take care of in their job. These duties are important in order to keep the College administration function smoothly as they assist the Administrative/HR Officer. The following are the common duties and responsibilities of an Administrative Assistant:

- 4.1 Provide overall support to Administrative/HR Officer in managing the College administration on regular basis;
- 4.2 Update staff Personal Files as and when required;
- 4.3 Keep daily records of the staff movements in hard copy and as well as in computer.
- 4.4 Attend to visitors and guests for any administrative queries;
- 4.5 Support Administrative/HR Officer in doing chardi and other official gatherings;

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS: *(Use KSA and Position Profile Matrix Position Directory as a guide).*

5.1 Education: Class XII with 3 months IT Programme/Class X with 2 years Office Management Programme/Class XII with Computer Science.

5.2 Experience: Must have at least 3 years of relevant work experience in Higher Education settings (Colleges, Universities and Higher Education Institutions).

5.3 Knowledge Skills and Abilities:

5.3.1 Good communications skills both in terms of written and speaking;

5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making; and

5.3.5 Ability to work in teams and ready to work beyond working hours.