

POSITION	REQUIRED BASIC & ADDITIONAL QUALIFICATIONS	EXPERIENCE	KEY RESPONSIBILITIES
SECRETARY – PROJECT MANAGEMENT	<ul style="list-style-type: none"> Professional qualifications in Secretariat practices or minimum 10 years' experience in handling similar work scope 	<ul style="list-style-type: none"> Professional qualifications in Secretariat practices with 07 years' experience or minimum 10 years' experience in handling similar work scope 	<ul style="list-style-type: none"> Provide full secretarial and admin support to the project teams to ensure smooth running of project activities. Take minutes of project review/ progress meetings or any other project meetings and maintain records of the same Maintain a proper filing and document control system for recording and tracking all documents for the project teams Perform data-entry, recording, printing and filing duties Co-ordination of project meetings including room bookings, logistics etc. Ensure files are stored in their correct location, in numerical/date order and that team members do not remove files from the office carryout any other work assigned by Project Directors/Program Heads