



## **Alliance for Social Dialogue (ASD)**

### **POSITION AVAILABLE**

#### **EXECUTIVE ASSISTANT- Kathmandu based**

Alliance for Social Dialogue (ASD), a national foundation of the Open Society Foundations (OSF) in Nepal, is seeking application from Nepali nationals for the position of an Executive Assistant.

ASD is a value driven organization. The organizational values are *Respect, Trust* and *Integrity*.

ASD works to build vibrant and tolerant societies whose government is accountable and open to criticism, whose laws and policies are open to debate and correction, and whose political institutions are open to the participation of all people.

#### **Purpose of position**

The Executive Assistant serves as the assistant to the Executive Director (ED) and keeps regular oversight of ASD's functions and fulfillment of annual strategy objectives by providing administrative, logistic and program support. The Executive Assistant liaises with all staff, requiring professional discretion and a solution-oriented and friendly approach at all times. The position also serves as the Board Liaison.

#### **Reporting**

The Executive Assistant reports to the Executive Director of ASD but works closely with the Chair of the Board in planning the board meetings.

#### **Key Duties and Responsibilities include for**

##### **a. Administrative**

- Provide logistic support: Schedule meeting requests; file, photocopy, answer e-mail, scan documents, take phone inquiries; schedule travel arrangements; organize meeting agendas; take minutes for meetings; draft correspondence; organize conference calls, process monthly credit card reconciliations, expense reports and reimbursement requests; and maintain contacts, records, and key documents;
- Handle external communication (email and phone inquiries and requests) to ensure that requests for action or information are relayed to the appropriate programs; check the general info email and forward correspondence appropriately;

- Maintain and track the director's office budget;
- Prepare consultancy contracts, process consultants' expense reports, and coordinate consultants' travel needs;
- Assist in the compliance of all policies and procedures.

**b. Programmatic**

- At the start of each year, organize and distribute the annual ASD calendar schedule, the annual work plan template, and the budget forms to all programs;
- Assist in the preparations of meetings, conferences and seminars as well as the implementation of special projects or emerging initiatives;
- Provide key support in the review and finalization of grants, including reviewing proposals, preparing dockets, monitoring grantee activity and ensuring adequate reporting by grantees; develop information depository on grantees and service grantees information; manage and respond to unsolicited funding requests;
- Conduct occasional research and writing assignments;
- Support other OSF programs regarding their interventions to maximize results and impact when assigned;
- Travel as necessary.

**c. Board Liaison**

- Serve as staff liaison to the ASD Management Board ensuring that all queries and requests are dealt with promptly;
- Facilitate logistics for board meetings, including meeting dates, book flights, hotels and other related travel arrangement and assist in preparation of board meeting agenda; take minutes at board meetings; facilitate honoraria, reimbursements and other related payments to vendors; and track board budget;
- Take a lead in the creation and maintenance of all board documents, including the board books, electronic files, and the ASD management board KARL page;
- Support the director's office and the ASD management board in the board recruitment and orientation process and board learning/development.

**d. Enabling Working Environment**

- Ensure a healthy and robust office environment to promote staff growth, wellbeing and productivity using an appreciative inquiry approach. Promote a healthy spirit of teamwork and communication within the ASD team through regular meetings and exchange of information;
- Ensure a team leadership approach that fosters information sharing, learning, and growth. Supervise and mentor staff at the program officer and program assistant levels;

- Put into place effective internal communication mechanisms with respect to compliance with OSF and Asia Pacific Regional Office (APRO) policies. Address and resolve issues of non-compliance in a positive, respectful and constructive manner;
- Integrate ASD and APRO's organizational values into the performance of duties and tasks on a daily basis and participate in activities designed to uphold the values and foster healthy inter-office communication.

### **Required Skills and Experience**

- Bachelor's degree and several years' relevant experience and/or training; or equivalent combination of education and experience;
- Office management and personal/ executive assistant experience required;
- Basic financial and expertise and budgeting background helpful;
- Excellent written, verbal, organizational, analytical and interpersonal skills;
- Excellent computer skills, advanced Word, Excel, PowerPoint, and Outlook skills;
- Excellent listening and communication skills with sensitivity to cultural communication differences;
- Show discretion and ability to handle confidential issues;
- High level of self-motivation and at ease working independently when necessary;
- Poised and works well under pressure;
- Attentive to detail and prioritizes often simultaneously on a wide range of tasks and projects;
- Flexibility and willingness to work simultaneously on a wide range of tasks and projects and ability to prioritize tasks;
- Exceptional ability to manage upwards;
- Pleasant, diplomatic manner and disposition in interacting with senior management, co-workers and the general public.

**Start date:** Immediately

**Compensation:** Salary commensurate with qualifications and experience.

### **To Apply:**

Please email resume including two referee and cover letter before 30<sup>th</sup> April 2016 to [asd@asd.org.np](mailto:asd@asd.org.np). Please include the job title you are applying for in the subject line.

**Phone calls will not be entertained.  
ASD is an Equal Opportunity Employer.**