

JOB DESCRIPTION

Department:	Administration & Finance Department
Post:	Secretary
Classification:	General Service
Term:	Fixed-term appointment for three years

General Duties:

Under the direction and supervision of the Director of the Administration & Finance Department, and in close coordination with Administration and Finance Officers, the Secretary supports the Secretary-General in confidential secretarial and administrative duties and other matters and assists the department in providing administrative and/or office services as assigned, in an effective, efficient manner with a service-oriented approach.

Specific Duties:

1. Perform secretarial tasks to assist the Secretary-General in carrying out his/her duties effectively, including tasks such as taking notes and follow-up actions, scheduling, making meeting and travel arrangements, preparing documents, and filing;
2. Manage the day-to-day administrative affairs of the Secretary-General's Office, including scheduling all appointments, meetings, and other commitments such as missions and travel and handling changes or cancellations when necessary;
3. Process all incoming correspondence for the Secretary-General, prioritizing and directing correspondence to appropriate internal staff in consultation with the Executive Assistant, Director of the Administration & Finance Department, and/or concerned Officers; provide instructions and/or suggestions for preparation of replies; and determine which correspondence, both written and electronic, can be handled on his/her own and take the initiative in drafting responses for the Secretary-General based on knowledge of priorities and issues (the same procedures apply to electronic mail);
4. Proofread all correspondence prepared for the Secretary-General's signature to ensure accuracy, completeness, and consistency and exercise good judgment in following up with staff to ensure that deadlines are met on documents requiring the Secretary-General's signature;
5. Handle confidential, sensitive information for the Secretary-General while exercising diplomacy, tact, and discretion and maintain information and files used by the Secretary-General on an ongoing basis, updating them when necessary;
6. Maintain records of visitors and officials and coordinate with the Information and Public Relations team on the Secretary-General's contact or mailing lists for purposes such as sending invitations, greeting cards, and publications;

7. Process payment slips, correspondence, requisition slips, and documents for the Secretary-General and maintain appropriate records, files, and expense reports in a timely manner;
8. Under the supervision of the Director of the Administration & Finance Department, maintain and track detailed lists of projects/programs, trip/mission reports, and meeting notes and programs; and
9. Support administration-related functions and perform other duties as may be assigned by the Director of the Administration & Finance Department or the Secretary-General.

Required Qualifications and Experience:

- A minimum of five years of previous relevant job experience in executive secretarial work in an international environment with diverse nationalities and cultures;
- A minimum Bachelor's degree in a related subject or field; and
- Excellent communication skills approaching native level in English, the official working language of the APO, and in Japanese.