

Ministry of Agriculture, Livestock and Irrigation
Department of Rural Development (DRD)
National Community-Driven Development (NCDD) Project
Union Level Technical Assistance (TA)
Terms of Reference and Scope of Services [Draft]
Tasks of Union TA- Secretary 1 Post (24 Month)
C.49/2016

The full-time professional Secretary will provide effective administrative and logistical support to enable the Union Level TA Team to more efficiently perform its tasks. S/he will be supervised by the TA Team Leader, and closely coordinate with the TA Team Accountant and DRD CDD Secretariat.

Specific Tasks

1. Filing and record-keeping

- Maintain and update a systematically indexed file storage system of all printed and electronic documents (including references) based on guidelines from the Team Leader
- Keep a list of all files
- Assist TA Team members in retrieving files/records from the storage system

2. Communications (written and oral)

- Receive, mark the date and time of receipt, and record in a logbook all incoming and outgoing written communications (letter, memo or email)
- Promptly refer written incoming communications to the concerned TA Team member, while keeping the Team Leader informed
- Coordinate timely response to all external and internal communications
- Draft response to incoming communications as requested by the Team Leader
- Alert TA Team members on any delay in response to communications received
- Answer incoming calls to the office landline and refer to the concerned Team member
- Post and update announcements on the TA Team's notice/bulletin board

3. Office supplies and materials

- Keep a master check list of all office supplies
- Ensure that all required office equipment are in good working condition
- Promptly inform DRD of any impending shortage in supplies/materials
- Coordinate with TA Team members on any additional supplies or materials needed (e.g., file folders), and promptly inform the Team Leader before conveying the request to DRD
- As may be necessary, assist in the immediate/prompt procurement of lacking supplies and materials

4. Office equipment

- Keep a master checklist of all office equipment
- Ensure that all office equipment are in good working condition
- Promptly inform DRD of any impending shortage in consumables such as printer toner
- Promptly inform DRD of need for repair or maintenance service including follow up of actual repair or service
- Coordinate with TA Team members on any additional equipment needed (e.g., desk telephone, desktop computer, printer), and promptly inform the Team Leader before conveying the request to DRD
- As may be necessary, assist in the immediate/prompt procurement of lacking equipment

5. Meetings

- Set, announce and coordinate all internal and external meetings of the TA Team as a whole or individual members
- Keep a logbook of all meetings
- Follow through all team meetings and promptly disseminate updated information accordingly

6. Preparation of Reports and Other Materials

- Assist in professional formatting of reports (original report writing is the responsibility of individual Team members), such as: dividing a document into sections, numbering pages by section, creating table of contents, creating links across documents, inserting and formatting tables/charts/photos, font style/size
- Assist in professional formatting of PowerPoint slides (original slides preparation is the responsibility of individual Team members)
- Assist in reproduction, packaging and dissemination of reports, slides and other materials

7. International travel

- Coordinate with the concerned Consortium firm regarding air tickets to and from country of origin
- Arrange for transportation from airport to hotel and vice versa
- Book hotel and promptly disseminate information
- Coordinate with DRD all visa requirements (original and extensions)
- Inform DRD and the Team Leader about travel schedule of all TA Team members, including changes thereon

8. Domestic travel

- Maintain schedule of travel and post on TA Team notice board
- Arrange Nay Pyi Taw-Yangon (and vice versa) air or bus travel
- Coordinate land transportation with DRD
- Coordinate hotel reservations with DRD

9. Others

- Provide on-the-job training to assigned DRD staff
- Regularly update and disseminate the “Checklist of Administrative Tasks” initiated by the Team Leader
- Arrange with DRD to provide/update an office Identification Card or “pass” for all members of the TA Team
- Maintain, update, and disseminate directory/list of contacts including all TA Team members, counterparts, Township level consultants, and others concerned with the NCDD Project. Include names, office name, office address, position, office phone number, cellular phone number, and email address.
- Ensure that TA Team members have an adequate supply of business cards
- Maintain daily time records in coordination with DRD
- Coordinate efficient transport of TA Team members to and from office, hotel, bank, meeting venue, etc.
- Assist in Internet search as needed
- Assist TA Team to obtain documents (e.g., Decree, Act, office orders) in coordination with DRD
- Arrange with DRD on work of TA Team after 4:30 p.m. on office days, or on weekends, if required to achieve TA objectives
- Perform other secretarial tasks that may be requested by the TA Team members through the TA Team Leader

Qualifications

- Three years experience as secretary in an international organization or project similar to Myanmar NCDD
- Fluent in spoken and written English
- Skilled in use of Word, Excel and PowerPoint and email
- Team-oriented/team player
- With professional initiative

To Apply

Application must be submitted in a written form to the address below (in person, or by mail, or by fax or by e-mail) by **August 11, 2016**.

Further information may be obtained the address below during office hours from 0900 to 1600, Monday through Friday, except public holidays.

Attn: U Kyaw Swa Aung (Director),

NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation.

Office No. 14, Nay Pyi Taw, Myanmar.

Telephone: 067 – 409071

Email address: unioncddprocurement@gmail.com

Contact to: Daw Su Wai Kyaw (S.A.E),

NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation.

Office No.14, Nay Pyi Taw, Myanmar.

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