

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title:** Personal Assistant
- 1.2 Position Level:** 13
- 1.3 Occupational Group:** Supervisory and Support Category
- 1.4 College/OVC:** Office of the Vice Chancellor

2. MAIN PURPOSE OF THE POSITION:

The main purpose of the position is to perform secretarial work and provide senior managers with day-to-day administrative support.

3. GENERAL ROLES AND RESPONSIBILITIES:

- Draft, type and dispatch correspondences as per the directives of the officer;
- Take notes and draft letters and statements;
- Attend to the telephone/pass the line to the officer as and when required;
- Arrange appointments/meetings and maintain timing for the officer;
- Maintain records/files on matters directly dealt by the officer;
- Receive and manage visitors of the officer concerned;
- Manage events which are related directly to or hosted by the concerned officer; and
- Carry out any other tasks that may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- Complete travel formalities for the officer.
- Arrangement of meetings at the Conference Hall, OVC (near VC's chamber).
- Deliver important documents/letters of the officer as and when required.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: Class XII with 3 Months IT Programme/Class X with 2 Years Office Management Programme

5.2 Experience: Not required

5.3 Knowledge Skills and Abilities:

- Good communication skills in written as well as spoken at least in Dzongkha and English.
- Knowledge of rules and regulations pertaining to the area of work.
- Ability to organise information and maintain up-to-date information for administrative and management purposes.
- Ability to be courteous and able to handle matters in short notice.