**ANNEXURE I**

**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

1. **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. The PA will report to the Pro-Vice Chancellor.

1. **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.

1. **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.
* ⁠Provide direct secretarial support to the Pro-Vice Chancellor.
* ⁠Provide administrative assistance to the Planning, Finance, ICT, and Engineering Divisions.
* Compile and consolidate reports and submissions from the Divisions for onward submission to management.
* ⁠Follow up on pending tasks, deadlines, and decisions from the Pro-Vice Chancellor and Division Heads.
* Maintain information and records.
* Undertake any other task assigned by the Pro-Vice Chancellor or Department management.

1. **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:**

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

Management Programme

* 1. **Experience**: Preference will be given to candidates with a minimum of two years of experience as a Personal Assistant.

**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 on short notice.