

Terms of Reference

Position Title	Senior Administrative Assistant
Position Level	Pay Scale 9 of the Conditions of Service
Position Status	Regular
Reports to	Project Manager, Jigme Singye Wangchuck School Law Project (JSWLP)

Job purpose

The JSW School of Law has been established as Bhutan's first law school, pursuant to the Royal Charter issued on 21 February 2015. Part of that task is the construction of its permanent campus for the law school in Pangbisa, Paro. The project aspires to construct the Law School infrastructure that meets the best possible standards of energy efficiency, Occupational Health and Safety, quality, workers' welfare, and showcase the project as a potential model. The Senior Administrative Assistant will directly support the JSW Law Project (JSWLP) management in providing administrative and clerical support. As needed, the Senior Administrative Assistant will also provide backup support to Finance, Procurement, and Human Resource Departments of the law school and bridge the gap between JSW Law and JSWLP.

Duties and responsibilities

The Sr. Administrative Assistant shall:

1. Be the focal person for finance, human resources, procurement and other administrative matters at JSWLP site;
2. Handle all the administrative correspondences;
3. Liaise with the staff of JSW Law and JSWLP;
4. Ensure the highest degree of integrity and reliability;
5. Provide administrative and office assistance for project implementation;
6. Coordinate and follow-up with the relevant officials;
7. Assist in preparing Monthly Progress reports;
8. Maintain and safeguard all the files and documents relating to administrative, finance, human resource, and procurement matters;
9. Maintain up-to-date information on Project Staff;

10. Maintain an up-to-date inventory of all capital assets of the project.
11. Be prepared to the station at the site and adhere to the rules and regulations of the Project;
12. Carries out any other official tasks assigned by the Supervisors/ Authority from time to time;
13. Exhibit good leadership quality;
14. Maintains good public relations and rapport with all levels of people involved in the project at the site.

Qualifications

- Bachelor's degree (preferably with relevant work experience).
- Ability to read, write, and speak English and Dzongkha fluently.
- Computer literacy (Microsoft Office suite, in particular) is a must.
- Excellent interpersonal skills, including phone and electronic mail communications.
- Good time management and multitasking skills

Working conditions

Candidate will be working at the project site, Pangbisa, Paro. The working hours shall be as per the Conditions of the Service.

Direct reports

Project Manager, Registrar, Heads of Finance, Procurement, and Human Resource Departments.
