

Job/Role Title	Office RD's Secretariat
Division	Internal Facing
Grade	D
Location	Regional
Responsible to	Regional Director, South Asia Regional Office (SARO)
Date	September 28, 2023

Purpose of the Job: To ensure provision of effective, timely and accurate executive assistance to the Regional Director of IPPF South Asia Region Office (SARO), which would include support for logistics, documentation, data/ report preparation, coordination, calendar management, etc. Context of role:

Role Deliverables:

1. To be responsible for providing secretarial and executive assistance to the Regional Director (RD), in terms of :
 - a. Delivery of Services;
 - b. Deployment and stabilization of systems and processes;
 - c. Quality;
 - d. Cost; and
 - e. Time
2. This would include the following key aspects :
 - a. Maintaining an efficient working diary, organising virtual calls and checking all outgoing correspondence before the signature of RD.
 - b. Acting as the initial contact point for the RD, and responding promptly to general queries from the Senior Management, staff, external contacts, MAs, etc. and taking follow-up action as appropriate, on a daily basis.
 - c. Providing back-up support to ensure the effective and timely response to requests from Volunteers, Donors, other NGOs, parliamentary groups, press and media, staff and partners of IPPF.
 - d. Monitoring, prioritizing and filtering RD's telephone, email and other forms of correspondence.
 - e. Drafting / writing letters, reports, faxes, minutes of meetings and memos, and ensuring that all correspondence, reports, documents and processes meet the organization's quality standards and guidelines.
 - f. Coordinating and following-up with various teams to gather requisite data/ reports/ MIS. Reviewing and collating such data/ MIS/ reports for submission to the RD.
 - g. Undertaking research, collection and analysis of information, and preparation of various documents/ presentations, as guided by the RD.
 - h. Maintaining and managing confidential organisation data / information in a discrete manner, to protect the interests of the organisation. Implementing and maintaining robust back office systems for filing and archiving of important correspondences, emails and documents.
 - i. Managing the calendar of the RD by planning and scheduling meetings, planning conferences, teleconferences, and travel plans.

- j. Coordinating travel arrangements for the RD, including creating travel requisition on eMIS, booking of travel tickets and accommodation, arranging visas, etc.
- k. Preparing travel advance / expenses claim forms and expense reports for the RD.
- l. Managing all office expenses to support the RD and raising the necessary payment requisitions.
- m. Assisting/ organising Regional Council (RC), Regional Executive Committee (REC) and other key meetings and providing administrative and logistical support to the RD and the honorary officers at the Regional Council.

Education & qualifications

Graduate qualification, Certificate in Secretarial Services

Professional Experience

Minimum 3 years' experience in providing executive level support, ideally in an international setting, to include experience in office management, administration and secretarial support.

Personal Competence

- Rights-based and gender-sensitive perspective
- Ability to maintain confidentiality
- Awareness of and sensitivity to the multi-cultural environment in which IPPF operates.
- Integrity
- Willingness to travel internationally – approximately 10-15 travel days a year.

Key Skills/ Expertise

- Excellent interpersonal and written communication skills, including ability to write to/ interact with a variety of audiences, and being tactful and diplomatic.
 - Strong analytical and database management skills.
 - Excellent IT skills – ability to use MS Office.
 - Rigorous attention to detail and accuracy.
 - Strong problem-solving, innovative and creative thinking skills.
 - Organisational and time management skills to meet deadlines.
- Ability to work independently and as part of a team

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors, and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.