

Terms and References of Project Secretary – Project Management Unit

- Coordinate with relevant departments of the Ministry of Health, Provincial Health Departments, Ministry of Finance, Consultants and any other stakeholders of the Project.
- Receive attend and scrutinize telephone calls directed to Project Director.
- Receiving and dispatching all office communication by e-mail, fax, post, etc. with the support of Office Assistant
- Maintain adequate system for receiving filing and dispatching communications. Distribute these communications to the relevant recipients for action or information (assures copying and further distribution)
- Maintaining appropriate logs and chronological files of all written communication as well as the general archive of the office
- Regularly check the incoming & outgoing postal mail on due time
- Maintaining an updated address and phone lists of project counterparts, staff and all Implementing Agency staff working on the project
- Providing secretarial services as required by Project Director (i.e. write correspondence, phone calls, reports, maintenance and re-retrieval of documents related to project and sub projects, etc.)
- Maintaining minutes of the meetings.
- Arranging appointments of the Project Director and other senior staff
- Administrative support for the PMU.
- Follow up logistical arrangement for staff missions and other travel arrangements and maintain the mission log.
- Arrange advances and settlements of advances of Project Director.
- Organize travel arrangements and hotel bookings for staff and visitors.
- Any other duties and responsibilities assigned by the Project Director/Deputy Project Director.