

Terms of References
Project Office Assistant (Subject to Revision)

- Will support the office secretary for screening and directing telephone calls when required
- Receives, greets and directs visitors, facilitates hospitality for official meetings
- Receives and prepares for sending the office mail (postage & courier), faxes etc.
- Files and log correspondence, including incoming and outgoing communications as instructed by senior staff members. Ensure files and records are maintained in good order while maintaining its confidentiality
- Photocopies or scans materials upon request
- Assist and provide administrative and logistics support to office
- Assists in receiving and safekeeping of office supplies. Archiving documents/folders in consultation with the office secretary.
- Maintains contact lists of phone and postal mail addresses of government units, organizations and institutions
- Provide support and assistance to project related activities
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director and other senior staff