



JOB DESCRIPTION FOR SECRETARY

Title:	Secretary
School/Division:	Faculty of Education and Humanities (FEH)
Reports to:	Dean, Faculty of Education and Humanities (FEH)
Location/Campus:	SINU, Panatina Campus

1. SUMMARY OF DUTIES

This position is responsible for providing comprehensive secretarial support to students and staff at the Faculty of Education and Humanities. It plays a key role in enhancing institutional efficiency by managing communications, organizing academic schedules, and facilitating administrative processes. The role requires strong organizational skills, attention to detail, effective communication, and proficiency in office software. A commitment to supporting the academic community and advancing educational goals is essential.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1 Administration

- Provide secretarial support for the Faculty of Education and Humanities (FEH).
- Assist in processing purchase requisitions for FEH staff.
- Respond to staff-related inquiries.
- Manage and record incoming emails.
- Take minutes for FEH divisional meetings.
- Perform any other duties as assigned by the Dean of FEH.

2.2 Problem-solving and impact

- To assist in making decisions regarding operational aspects of administration within the Division.
- To contribute to decisions, that have an impact on other related division's activities.

2.3 Resource management

- To contribute to the overall management of the division in areas such as budget maintenance.
- To alert the Head of the department to any budget shortfalls and HR issues within the division.

2.4 Working Environment

- To balance the competing pressures knowledge transfer, administrative demands and deadlines.
- To skillfully work across divisions and functions in the resolution of HR issues.
- To take responsibility for conducting risk assessments and reducing hazards (depending on the area of work and level of training received).
- To engage in continuous professional development.



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2.5 Decision making authorities

- Provision of advice to staff on Human Resource Management procedures and policy.
- Assistance in the allocation of workload for the area.

3 QUALIFICATIONS REQUIRED

3.1 Educational Background

- The candidate must hold a Degree or Diploma in advanced Secretarial Studies or an equivalent qualification from a recognized institution.

3.2 Professional Experience

- Well presented with good written and spoken English.
- Experience with Business planning and budget management processes.
- Excellent customer service.
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)
- Reliability and punctuality.
- Ability to work as a team member.

TERMS AND CONDITION

The position is for Five (5) years under an employment contract. The contract is renewable subject to good performance.