



National University of Vanuatu

Job Description and Specification



Job Title	Executive Secretary/Administrative Assistant to the Vice-Chancellor
Reporting To	Vice-Chancellor
Job Purpose	Provide executive, administrative, secretarial, office management, and logistical support to the Vice-Chancellor
Position Summary	Support the effective functioning of the Office of the Vice-Chancellor by providing executive, secretarial, logistical, and office management services
Key Responsibilities – Detailed Listing	<ol style="list-style-type: none"><i>Become fully familiar with:</i><ul style="list-style-type: none">- NUV's mission, structure, systems and regulations<i>Provide efficient executive, secretarial and logistical support to the Vice-Chancellor of the NUV, including:</i><ul style="list-style-type: none">- Managing appointments and maintaining the Vice-Chancellor's diary of activities and engagements- Compose as required, and draft communications and correspondences issued by the Vice-Chancellor- Meet, greet, and look after the Vice-Chancellor's visitors- Handle incoming and outgoing phone and correspondence- Take notes and prepare meeting minutes and agendas- Prepare and organise materials and draft reports- Develop and maintain VC's office filing systems.- Manage office supplies and equipment, including inventory, budget, ordering, repairs and other details- Organise meeting logistics, as needed, including invitations, venue, catering, equipment and any other details- Exercise complete discretion with absolute confidentiality when dealing with confidential information and sensitive matters from the office of the Vice-Chancellor and the entire university.- Ensure that work is completed, deadlines are met and high standards of accuracy are maintained at all times.- Maintain records of all essential NUV policies, procedures and records- Keep a calendar of essential NUV activities and recurring deadlines and events- Programme Senior Management Meetings and other relevant meetings as instructed by the VC, and serve as Secretary to those meetings- Ensure that the Vice-Chancellor's office is clean, organised and kept at high standard

	- Effectively manage any emergency situations or communications, as needed
Critical Competencies	<ol style="list-style-type: none"> 1. Behave and <i>work in a professional manner</i>, and display interest in building institutional knowledge, accountability and adaptability 2. <i>Strive for excellence</i>, with communication, inclusiveness and teamwork 3. <i>Contribute to the NUV</i>, with innovation, leadership and quality focus
Qualifications	Degree or Advanced Diploma with proven skills and experience in executive, professional, administrative/secretarial positions
Special Skills	<ul style="list-style-type: none"> ➤ Proven experience in practice at executive or professional level ➤ Proven knowledge of administrative and secretarial skills and practices ➤ Computer literate in Word, Excel and other relevant applications ➤ Well presented, organised, showing good initiative and time management ➤ People oriented, inclusion oriented and results driven ➤ Good written and verbal communication skills
Required Experience	At least 10 years' experience in combined executive, middle-management, administrative and secretarial positions, serving at executive or management level
Language	Fluent in English, French and Bislama
Terms and Conditions of Employment	<p>Three-year local contract</p> <p>Annual salary: From VT 2,600,000 + 25% benefits</p>
Selection Methods	<p>Please send your application with 2 references from past/recent employment and evidence of your highest qualifications to the following address: apply@univ.edu.vu</p> <p>Deadline for submission: 26th March 2021 4 PM</p>