

**Annex 8: Position Description**

**Principal Recipient  
Position Description**

Position Title	Administrative Assistant	Grade	
Bureau/Department	Administration Unit		
Reports to	Admin Officer		
Background/Main Role of Position	<p>The National Centre for Parasitology, Entomology and Malaria Control (CNM), has been implementing a strengthened and comprehensive malaria program since 2004 through a series of grants received from the Global Fund for HIV/AIDS, TB and Malaria (GFATM). The UNOPS as the Principal Recipient for the Regional Artemisinin Initiative and New Funding Model Grant received funding from the Global Fund to collaborate closely with CNM in the malaria fight. CNM is designated as the Principal Implementing Partner (PIP) for the program of Regional Artemisinin Initiative and New Funding Model in Cambodia. CNM, in collaboration with UNOPS and other partners, endeavours to ensure more effective decentralized malaria control operations at provincial and operational district levels and bring down the malaria related morbidity and mortality in the country.</p> <p>Under supervision of the Admin Officer, the Admin Assistant is responsible for the following functions:</p>		

**Responsibilities**

Responsibility 1:	Assist the Admin Unit in ensuring that project document filing and filing system are in place.	
Activities	Outputs	
<ul style="list-style-type: none"> <li>• Draft/type correspondence, reports and other documents</li> <li>• Maintain office files</li> <li>• Open and distribute incoming mails and distribute outgoing mails/documents</li> </ul>		

Responsibility 2:	Assist in arranging meetings/workshops/training	
Activities	Outputs	
<ul style="list-style-type: none"> <li>• Assist in coordinating and preparing for meeting such as preparing documents and the venue.</li> <li>• Make the meeting arrangement with relevant participants and send out invitations on time</li> <li>• Take minutes during the meeting and distribute to all participants</li> </ul>		

Responsibility 3:	Assist the Admin Officer in controlling office supplies, office equipment and	
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	vehicles
Activities	Outputs
<ul style="list-style-type: none"> <li>• Maintain and manage transportation schedule for vehicles</li> <li>• Prepare summary report for vehicles usage (distance and fuel)</li> <li>• Check with households and stationary usage</li> <li>• Maintain all documents relating with households and stationery</li> <li>• Coordinate repairs to office equipment and vehicles</li> </ul>	

Responsibility 4:	Other duties
Activities	Outputs
<ul style="list-style-type: none"> <li>• Ensure that offices are clean and neat</li> <li>• Assist other staff by scanning, printing, copying, and typing documents</li> <li>• Prepare/update staff contact list</li> <li>• Assist Procurement Team in printing materials, t-shirts, etc.</li> </ul>	

### Person Specification

Experience	Essential:	<ul style="list-style-type: none"> <li>• Bachelor degree with at least 3 years of relevant experience. Candidate with Master Degree with one year experience may be considered.</li> <li>• Experiences in general administration with Government/NGOs.</li> </ul>
	Desirable:	<ul style="list-style-type: none"> <li>• Experience with Global Fund projects</li> </ul>
Specific Skills and Knowledge	Essential:	<ul style="list-style-type: none"> <li>• Knowledge of computer and experience with MS Word and Excel</li> <li>• Self-motivated and confident</li> <li>• Demonstrated organizing skills</li> <li>• Proficient Khmer and English written and speaking</li> </ul>
	Desirable:	<ul style="list-style-type: none"> <li>• Team player</li> <li>• Ability to prioritize workload, use initiative and work independently</li> </ul>
Qualifications and Training	Essential:	<ul style="list-style-type: none"> <li>• High school degree</li> <li>• Administrative/secretary training course</li> </ul>
	Desirable:	<ul style="list-style-type: none"> <li>• Bachelor degree in administration or other equivalent degrees</li> </ul>

Signature \_\_\_\_\_  
PIP Manager

Signature \_\_\_\_\_  
CNM Director

DATE \_\_\_\_\_

DATE \_\_\_\_\_

