

## **Personal Secretary to Vice-Chancellor**

The post holder will be expected to provide a confidential and professional personal assistant support service to the Vice-Chancellor. The post holder will report to and work directly with the Vice-Chancellor to frame internal and external activities. This is a senior post offering excellent development opportunities within a diverse and complex environment.

This officer should therefore have previous experience of working in a senior secretariat/personal assistant role including dealing with a wide range of people.

### **Duties and Responsibilities**

- To maintain daily schedules and co-ordination of the Vice-Chancellor's commitments
- To arrange and coordinate appointments and meetings for the Vice-Chancellor
- Preparation of all correspondence and other documentation as may be requested by the Vice-Chancellor from time to time
- Advising the Vice-Chancellor of impending internal and external work
- To make all logistical arrangements, including travel, for the Vice-Chancellor his/her deputies
- To respond accurately and efficiently to all enquiries from the Vice-Chancellor and his/her deputies, using own initiative and to liaise effectively with internal and external contacts.
- Independently research confidential, controversial and restricted data other material as required by the Vice-Chancellor and his deputies for various projects
- To assist in the preparation of all international travel itineraries and as such, coordinate all arrangements for the international visits where the Vice-Chancellor has involvement
- To appropriately execute any other duties as directed by the Vice-Chancellor, or other senior university officers.

### **Minimum Qualification and Attributes**

- Candidate should be a graduate from any recognized university
- A minimum working experience of 3 years working with top management staff
- Proficiency with multiple Microsoft office systems and other related software
- Excellent communicator, a good listener and dedicated to detail
- A wide exposure, broad knowledge and up to date with current affairs
- Able to work perfectly under strict deadlines
- Able to take up emergency assignments and perform them effectively
- Upholds sound work ethics and is highly disciplined
- Cultural awareness and sensitivity thereof
- Possessing a tenacious attitude, friendly, honest, trustworthy, respectful and flexible
- Able to work with minimal supervision, independently or as part of a team