



## Office Assistant

- **Vacancy for:** 1
- **Posted on:** Oct. 31, 2018
- **Deadline:** Dec. 2, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

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### Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)  
Experience Required : More than or equal to 1 year

### Other Specification

- Must have completed Intermediate and running Bachelors
  - Preference will be given if you have experience with NGOs or INGOs
  - Excellent Excel skills and MS package is most
  - Strong verbal and written communication skills in both English and Nepali language
  - Prior experience in the disability sector would be an advantage
  - Should have the skill to write short proposals under the guidance.
  - Knows to drive a scooter or a bike
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### Job Description

The Office Assistant is responsible for carrying out day to day activities of Blind Rocks and maintaining and reporting of the organization and assists the director / Board to carry out the activities. S/He shall perform duties in accordance with the instructions given to him by the Director.

The Office Assistant is responsible for maintaining proper filing system, leave register, dispatch register and also assist the Account Officer in maintaining the stock register. The Office Assistant shall work for the Director.

### Responsibility:

- The Office Assistant shall be working as Personal Secretary of the Director
- The Office Assistant shall perform her duties in accordance with the instructions given by the Director.
- S/he assists the Director to prepare annual plans of action and budget proposals
- S/he assists the Director in preparing board meetings, General Assemblies and other events and ensures that agendas, documents and proposals are prepared and sent the members good time ahead of the day for the meeting
- The Office Assistant performs and exercises such other functions and duties as prescribed by the Director.

### Tasks and Functions:

- S/he shall do the typing of the correspondence of the Director and the secretariat, operate the telephone and facsimile, filing and photocopying and receive visitors
  - The Office Assistant shall also assist the secretariat when required. S/he shall also be responsible in maintaining proper filing system, leave register, dispatch register and also assist the Account Officer in maintaining stock register
  - The Office Assistant shall assist other subordinates for the smooth working of the Office
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## Applying Procedure

Interested candidates are requested to send their CV along with cover letter at [blindrocks.ngo@gmail.com](mailto:blindrocks.ngo@gmail.com) mentioning the position you are applying in the subject line by **30th of November, 2018**. Phone enquiry will not be entertained.

***BLIND ROCKS Promotes inclusion across gender, caste, ethnicity, Dalits and disability.***

***Only shortlisted candidates will be called for further process. The organization reserves the right to reject any/all applications without assigning any reasons.***

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