



Program Secretary

- **Vacancy for:** 1
- **Posted on:** March 12, 2018
- **Deadline:** March 19, 2018, 11:55 p.m.

Qualification: Bachelors in Management / Administration or equivalent (Master's preferred)

Experience:

- Freshers can apply
- Experiences in office administration, academic organization etc. an added advantage

Roles and Responsibilities:

- Communication management
- Communicate regarding academic programs, calendar events and other academic aspects
- Communicate and liaise among teachers for academic program management
- Communicate and liaise with allied units and administrative sections for smooth operation

Document Management:

- Manage the incoming and outgoing documents of the office in systematic manner
- Systematically maintain the information of students and teachers and provide the documents on demand to the Program Coordinator
- Safeguard and secure the documents in confidential manner
- Maintain the Notice Board and keep contents up-to- date

Inter-departmental communication:

- Works with departments, schools, other sections and units of the college
- Record deadlines and reminders, and inform Program Coordinator in timely manner
- Maintain daily-log of Program Coordinator's room, and inform the Program Coordinator in timely manner

Secretarial Supports:

- Do all the computing tasks as directed by the Program Coordinator

Infrastructure Supervision:

- Supervise the facilities and tangible assets within the office
- Inform the concerned department to solve shortcomings of facilities and tangible assets
- Coordinate with guards and peons to smooth operation of the tasks

Reporting:

- Analyze the best practices that require continuity, and the practices that need change and report and share with Program Coordinator
- Plan and propose new practices and report and share pre/post implementation status with Program Coordinator
- Monitor and access loopholes/shortcomings/deficiencies of the office system, and report to the Program Coordinator in timely manner
- Maintain visitor's log, and report to Program Coordinator in weekly basis

Knowledge, Skills and Ability:

- Sound Academic track record
- Knowledge of university academic programs and curriculum
- Knowledge and skills of Academic resources
- Idea of academic administration
- Coordination and communication skills

Benefits & Remuneration:

- As per college Policy and commensurate to the skill-set of the candidate

Applying Procedure:

Applicants shall have to forward their application, and a complete cv/biodata addressed to: hr@Kathford.edu.np with a cc mark to principal@kathford.edu.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/office-secretary-176/>

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