



TERMS OF REFERENCE

Junior Executive Secretary to Dean

Position Title	Junior Executive Secretary to Dean
Position Level	Pay grade 8 of the Conditions of Service
Position Status	Regular
Reports to	Dean

Job purpose

JSW Law is an autonomous not-for-profit tertiary institution offering legal education and conduct legal research. This position will support the Dean in his/her daily administrative, planning and execution, and travel (including reservations and itineraries) related matters by maintaining a calendar of schedules, events, and meetings.

Duties and responsibilities

The main functions of the Executive Secretary is to provide secretarial, logistical, and other support services to the Dean.

- i. Convene or coordinate requests for relevant meetings both internal and external to the School and support the Dean in the planning and preparation of such meetings, including the production of agenda papers and minutes or Records of Meetings;
- ii. Receive general calls and correspondence, responding/forwarding as appropriate. Keep contact directories updated, including letters, emails, and other correspondences;
- iii. Manage office correspondence with individuals and agencies, often corresponding on behalf of the Dean. These include drafting/editing and/or sending general correspondence or proposals;
- iv. Serve as the first point of contact for the Dean with people from both within and outside the School. This includes coordination of all appointments for the Dean;
- v. Handle sensitive information with great tact, discretion, and judgment and perform such other tasks as assigned by the Dean;

- vi. Coordinate/liaise with other law school staff to follow up on deadlines on behalf of the Dean;
- vii. Conduct research and generate error-free write-ups on matters of critical importance to the Dean's planning and decision-making tasks;
- viii. Support the Dean at meetings, workshops and conferences, and other events with key partners; take error-free notes and minutes and provide general assistance during presentations;
- ix. Research, compare rates, and order office supplies for the Dean's office.
- x. Maintain an effective filing system both in electronic and hard copy formats;
- xi. Receive, sign for and acknowledge the receipt of postal packages on behalf of the Dean;
- xii. Perform general secretarial duties including, but not limited to, photocopying, faxing, and mailing;
- xiii. Keep abreast of higher education matters both in the local and global contexts and provide information when requested;
- xiv. Arrange and coordinate hospitality for external guests and visitors;
- xv. Attend to other duties as assigned to support the institution from time to time;
- xvi. Prepare itinerary and travel arrangements for the Dean in coordination with relevant staff and departments (booking of tickets, hotel reservations, etc.)

Qualifications

- i. Education: Bachelor's Degree with training or experience in relevant field or work experiences;
- ii. High-level proficiency in reading, writing, and spoken English and Dzongkha;
- iii. Computer literacy (Microsoft Office suite, in particular) is a must;
- iv. Excellent interpersonal skills, including phone and electronic mail communications;
- v. Consistently approaches work with energy and a positive, constructive attitude;
- vi. Has excellent knowledge of protocol and procedures;
- vii. Has 1-2 years of experience in administrative support in a higher education context and interaction with university students, academics, and researchers.

Working conditions

The candidate will be currently working at the JSW Law campus, Pangbisa, Paro. The working hours shall be as per the Conditions of the Service.

Direct reports

- None

Approved by MB/HRC:	11th Meeting
Date approved:	07.11.2022
Reviewed:	

Ideally, a job description should be reviewed annually and updated as often as necessary.