AT01600
SECRETARY

Level 3

Reports to (Hierarchical)
HR Administration Manager

Reports to (Functional)
HR Administration Manager

Job Family
HR & FIN

Main Purpose
Perform secretarial administrative activities according to the instructions of the supervisor and **MSF** rules and protocols to ensure efficient administrative support to **MSF** office staff.

Accountabilities
- Write and/or check official letters, reports and other documents related to the Mission
- Arrange and confirm appointments, keep a diary of absences, meetings and holidays up to date.
- Maintain a call register (incoming and outgoing) informing the individuals about the calls received during his/her absence.
- Take and prepare minutes of meetings.
- Manage all incoming /outgoing mail/packages/faxes, ensuring a proper registration and delivery to internal or external recipients.
- Monitor the person in charge of the mail and check the receipts, as well as the courier company and perform billing for services rendered.
- Manage office stationary supply and place orders on time to avoid running out of stock.
- Supervise the printing of copies and binding of documents.
- If the absence of a receptionist, welcome guests and visitors, ensuring that the reception area is in good, clean condition
- Inform supervisors in the case of any incident / problem.
- Help to organize internal and external events (meetings, presentations, etc) in sending invitations, ordering the catering, arranging accommodation, etc.

Education
Secondary education and secretarial related studies

Experience

Desirable working experience of two years in similar jobs.

Language Level Description
B1 Independent User
Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

Generated at 2026-11-02 04:30:43 +0000

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