



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

Position:	Assistant to Deputy Executive Director - Project Delivery
Division:	Engineering and ESP/GSI (pooled)
Reports to:	Deputy Executive Director (DED) – Engineering / Deputy Executive Director (DED) – ESP/GSI
Band:	B

Background & Project Description

The Millennium Challenge Compact was signed on September 14, 2017 between the United States of America, acting through the Millennium Challenge Corporation (MCC), a United States government entity, and the Federal Democratic Republic of Nepal, acting through its Ministry of Finance. The Compact aims to increase the availability and reliability of electricity, maintain road quality, and facilitate power trade between Nepal and India helping to spur investments, and accelerate economic growth. The Compact is currently in the implementation stage and is valid for a period of five years from the date of Entry-Into-Force (EIF), i.e. 30 August 2023. Pursuant to the agreement, the entity charged with implementing the project has been established as the Millennium Challenge Account (MCA) Nepal entity. This position will assume a supportive role in the success of MCA-Nepal.

Position Objective

The Assistant provides support to the project teams in a range of administrative services including organization of event logistics, travel arrangements, and record maintenance of project inventories and filing systems. The position supports all project teams and reports to DED-Engineering.

Duties and Responsibilities

Office Management

- Maintains an inventory of office supplies and equipment ensuring that stocks are replenished on a regular basis and faulty equipment are repaired as needed facilitating workplace efficiency
- Maintains softcopy and hardcopy filing systems and databases related to projects and project documentation to ensure that activities are well-documented in support of planning and auditing processes.

Administration

- Prepares daily meeting overview of the project team and ensures coordination of project related meetings.

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- Submits and reconciles expense reports.
- Ensures safekeeping and retrieval of minutes of meetings.
- Produces and distributes correspondences, memos, letters, faxes and other forms of communication.
- Handles sensitive communication including emails with the highest degree of confidentiality and integrity.
- Supports in translating documents from English to Nepali and vice-versa if required.

Planning

- Initiates communication within MCA-Nepal and with external service providers, to ensure that logistical preparations for workshops, meetings, and events are in place allowing sufficient leeway in case of changes in schedule or venue.
- Organizes and schedules meetings for the project team as and when requested.
- Organizes the appointments for DED-Engineering and DED-ESP/GSI.
- Coordinates amongst other units to keep various program-related trackers updated.

Logistics

- Supports in organizing workshops, meetings, and events in coordination with the relevant project team.
- Supports to maintain admin and financial compliance while completing the administrative process for the events.
- Processes visa applications and travel arrangements, travel disbursements, and other travel-related requirements in accordance with MCA-Nepal's travel policy.

Requirements (*Education, Experience, Technical Competencies*)

- Completion of bachelor's degree; and/or Executive Assistant Certification or equivalent Diploma, Degree or Certification.
- Three (3) to five (5) years of cumulative experience in General Office Administration & Management (not withstanding whether earned before, after or during pursuit of required academic qualification).
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent communications skills in speaking and writing and note-taking.
- Attention to detail.

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- Problem-solving skills.
- A self-starter who is proactive, takes ownership and initiative.

This Position Description is subject to revisions/updates as necessary to ensure alignment to the organization's strategic direction and structure. Revisions to the description are subject to applicable Human Resources policies and procedures, and official versions of each Position Description are maintained by Human Resources.

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Roads and Electricity, Way to Prosperity