

Position:	Administrative Assistant
Division:	Office of the Executive Director
Report to:	Executive Director
Band:	B
Position Objective	
<p>The Millennium Challenge Account (MCA) in Timor-Leste, collaborating with the Government of Timor-Leste and the Millennium Challenge Corporation (MCC) of the Government of the United States of America, is responsible for implementing the \$420 million Timor-Leste Compact, which, together with an additional contribution of \$64 million from the Government of Timor-Leste, represents a total \$484 million investment in Timor-Leste. The Compact aims to address human capital development as a binding constraint to economic growth in Timor-Leste through two projects: the Water, Sanitation, and Drainage (WSD) Project and the Teaching and Leading the Next generation of Timorese (TALENT) Project.</p> <p>The Administrative Assistant provides support to the Executive Director across a range of activities including document and communications, meeting and travel logistics and arrangements, and calendar/schedule management. The timely and consistent delivery of these executive support services is essential to facilitating the leadership and representational functions of the Office of the Executive Director.</p>	
Duties and Responsibilities	
<ul style="list-style-type: none"> <li>• Initiates communication within MCA-Timor-Leste 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.</li> <li>• Gather and summarize data on the status and performance of MCA activities from across different units to sustain communications coming from the Office of the Executive Director and inform planning and assessment activities.</li> <li>• Execute administrative support activities for the Office of the Executive Director related to meeting scheduling, travel/logistics, and financial/budget reporting ensuring efficiency and responsiveness.</li> <li>• Draft and disseminate minutes, memoranda, emails and internal communications from the Office of the Executive Director across the MCA and ensure receipt and follow-up by respective stakeholders.</li> <li>• Inform MCA teams on events/developments in key program areas to enable responsiveness and sustain awareness of the operational issues affecting the work.</li> <li>• Exchange information with external stakeholders to support the communications, representation, and meetings activities of the Office of the Executive Director.</li> </ul>	

- Oversee the calendar of the Office of the Executive Director ensuring that preparations, meetings and appointment management are executed in an efficient manner.
- Consolidate information and update unit databases about the Executive Director's contacts and meetings, ensuring data integrity and confidentiality.
- Assist in the proactive monitoring of the progress of work programs and the coordination of various activities, such as the organization of meetings, the preparation of progress reports, etc.
- Receive calls and other direct and relevant communications relating to MCA staff.

Requirements (Education, Experience, Technical Competencies)

- Completion of Secondary School
- Minimum of four (4) years of experience in executing secretarial and/or executive support functions.
- Have strong computer skills with proficiency in the use of common Microsoft Office applications (Word, Excel, and PowerPoint) or similar office suite.
- High level of integrity, judgment, discretion, and responsibility; the ability to handle confidential information, the ability to anticipate problems and the confidence to follow through.
- Excellent written and verbal communication skills in English, including writing professional emails to a variety of audiences.
- Ability to give and receive editorial feedback in a professional manner.
- Experience working with international organizations or donors a plus.
- Demonstrated similar work experience in Timor-Leste and experience coordinating with government institutions is an advantage.