

**Nepal GoodWeave Foundation**  
**Administrative Assistant/Office Secretary**  
**Terms of Reference**

**A. Main Duties & Responsibilities:**

1. Day-to-day administrative affairs of the office including administrative activities and logistics works for different programs and activities of NGF.
2. Receive phone calls and work for necessary affairs to handle front desk of office.
3. Assist to the senior officials of Accounts and Administrative Section of NGF by facilitating to carry out their work.
4. Assist seniors in the planning and preparation of meetings, conferences, trainings, participation and workshops carrying out logistics works.
5. Write and maintain meeting minute of staff meeting of NGF.
6. Maintain general filing system and file all correspondence and activities of Accounts and Admin Section.
7. Perform the work of record keeping under the account and admin section of NGF.
8. Maintenance of inventory of stationery, other office materials and assets if necessary.
9. Work for the administration required for meetings, trainings, participation, workshops etc. of NGF.
10. Update every month progress report with consultation of all sections.
11. Record quarterly trend of increase or decrease of GoodWeave Licensees in Nepal.
12. Record with trend analysis of Child Labour Rescue by GoodWeave (Chart-Update after every three months)

**B. Other Conditions:**

1. Support the Accounts and Admin Manager, Accounts and Admin Supervisor, Executive Director and other staff as requested.
2. Provide administrative assistance services for the Accounts and Admin Manager and Executive Director.
3. The Administrative Assistant shall report directly to the Head of Accounts and Admin Department.
4. The Administrative Assistant shall also co-operate and facilitate Managers of other sections, Officers and other staffs of NGF to carry out the duties & responsibilities and additional functions in the organization.
5. When needed, working hours shall not be limited to the normal office hours of NGF.