

# Bhutan Trust Fund for Environmental Conservation

## Terms of Reference for Personal Assistant

### OVERVIEW

Position Title	:	Personal Assistant to Managing Director
Employer	:	Bhutan Trust Fund for Environmental Conservation (BT FEC)
Work station	:	Thimphu, Bhutan
Employment type	:	Regular
Position Level	:	OA-II/S3

### 1. INTRODUCTION

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Founded in 1991, Bhutan Trust Fund for Environmental Conservation (BT FEC) is the first of its kind in the world involving a partnership of government and donors specifically committed to environmental conservation under the auspices of the Royal Charter, 2021.

The primary function of BT FEC is to manage its endowment prudently, ensure its growth, and provide funding for the promotion of social welfare through environmental conservation by supporting activities for preserving biodiversity, mitigation and adaptation of climate change, enabling human-wildlife coexistence and addressing adverse environmental impacts of development on the environment.

### 2. THE POSITION

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The Personal Assistant provides secretarial and administrative assistance to the Managing Director (MD) of the Bhutan Trust Fund for Environmental Conservation (BT FEC).

H/she will be the first point of contact for people outside the organization and the focal point of the MD's daily agenda and phone calls. The Personal Assistant is required to maintain the highest standard of efficiency and personal communication.

### 3. RESPONSIBILITIES

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The Personal Assistant has two primary responsibilities as listed below:

#### Personal Assistant Responsibilities:

- Manage appointment schedules for the MD on both external and internal parties including visitors from external organizations.
- Schedule and arrange meetings, and conference calls for the MD and office-related activities, as instructed.
- Maintain professional and personal calendars for the MD.
- Screen and distribute all incoming correspondence addressed to the MD, determining priority and setting up/maintaining a tracking system.
- Review all correspondences for proper clearance, and distribute outgoing for both internal and external correspondences;
- Screen telephone calls and inquiries and handle them appropriately.
- Attend to office guests and provide hospitality arrangements.
- Follow up on routine actions and deadlines of activities involving the MD (i.e. participation in meetings, deadlines for submission of documents, etc. )
- Required to arrange internal and external travel arrangements for the MD in travel scheduling, visa, flight, and accommodation as requested.



- Research and ensure the MD's requirements for background materials for briefings, meetings, and appointments.
- Serve as Member Secretary to monthly staff meetings, including announcing the meetings, preparing the agenda distributing background material, drafting minutes of the meeting, and follow-up of the meeting.
- Assist the MD with personal tasks (bank transfers, invoices, bookings, etc.,) and any other additional tasks assigned by the MD.
- Ensure that the MD's room is clean and organized workplace.
- Attend to office guests, arrange and provide refreshments.

**Administrative Responsibilities:**

- Monitor and maintain inventory, process purchase orders as required, and track orders.
- Perform physical count of inventory on office properties, and reconcile actual stock counts to generate reports.
- Receive and re-stock items/supplies, as necessary.
- Organize logistical and travel arrangements, and obtain visas for official visitors.
- Assist the administration division in ensuring administrative infrastructure and support systems are in place.

**4. QUALIFICATION AND EXPERIENCE**

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**Prerequisites to apply for the post:**

- Minimum Class XII with 3-month training in Office Management/Computer application or any other equivalent.
- Should have a minimum of three years of work experience.

**5. COMPETENCIES**

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- IT skills, including knowledge of Microsoft Office Word, and Excel;
- Efficiency and Speed: Balances meeting deadlines, while maintaining the highest professional standards and consistency.
- Demonstrates good organizational and time management skills with strong interpersonal skills. Ability to work under pressure. Willingness to work overtime.
- Willingness to take on additional responsibility with the Directorate to get the job done.

**6. TERMS OF EMPLOYMENT**

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Regular employment

**7. SALARY AND OTHER BENEFITS**

Position	Basic Pay			House Rent Allowance (Fixed)	
	Minimum	Increment	Maximum	%	Amount
Personal Assistant	21,490	1,075	42,990	20%	4300

*Other benefits and entitlements shall apply as per BTFEC's Service and Operations Manual.*

## **8. MANDATORY DOCUMENTS (required to submit along with application)**

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- i. Cover letter
- ii. Job Application Form (*available on the BTFEC website*)
- iii. Curriculum Vitae with details of work experience and position held over different time periods.
- iv. Authenticated copy of Academic certificates.
- v. Copy of valid Citizenship ID Card(both sides).
- vi. Valid Security Clearance Certificate (approved online).
- vii. Valid Audit Clearance, if applicable.
- viii. Names and contact details of two professional (non-family related) referees including one from the current/latest employer.

### **Non-submission of any of the above documents may lead to the rejection of the application.**

Additionally, the following documents shall be produced by the candidate selected as PA, prior to his/her appointment:

- i. No objection certificate letter from the employer, if currently employed.
- ii. A valid medical certificate
- iii. Any other relevant certificates