

**ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE**

1. JOB IDENTIFICATION

1.1 Position Title: Personal Assistant

1.2 Position Level: 13

1.3 Occupational Group: Administrative and Technical Staff

1.4 College/OVC: College of Natural Resources

2. MAIN PURPOSE OF THE POSITION:

- To provide secretarial, clerical, and administrative support to the office.
- To manage official correspondence, appointments, meetings, and records.
- To assist in the smooth functioning of daily office activities.
- To maintain proper filing, documentation, and communication systems.
- To support the supervisor and office staff in administrative and coordination works.

3. GENERAL ROLES AND RESPONSIBILITIES:

Administrative Support

- Assist the President in managing daily office activities and official schedules.
- Receive, draft, type, and dispatch official letters, reports, minutes, and other documents.
- Maintain proper filing and record-keeping systems for easy retrieval of documents.
- Handle telephone calls, visitors, and official enquiries in a professional manner.
- Arrange appointments, meetings, and official programmes as required.

Office Management

- Maintain office documents, registers, files, and confidential records.
- Assist in preparing meeting agendas, taking minutes, and following up on decisions.
- Coordinate with different offices, departments, and external agencies when required.
- Ensure proper use and maintenance of office equipment and stationery.
- Support in organizing official functions, workshops, seminars, and meetings.

ICT and Communication Support

- Use basic computer applications for typing, data entry, record keeping, and communication.
- Manage emails and assist in preparing digital documents and reports.
- Support online office systems and maintain electronic records where required.
- Assist in printing, scanning, photocopying, and filing official documents.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

The Personal Assistant is responsible for providing administrative and secretarial support to the President the head of the college. The role includes managing correspondence, maintaining records, arranging meetings, preparing documents, handling office communication, and supporting day-to-day administrative work. The Personal Assistant shall also ensure confidentiality, accuracy, and timely completion of assigned tasks.

5. QUALIFICATION REQUIREMENTS

5.1 Education:

- **Class XII** with a minimum of **three months IT programme/certificate**, or
- **Class X** with **two years office management course** from a recognized institute.

5.2 Experience:

- Relevant work experience in office management, clerical, secretarial, or administrative work will be an added advantage.
- Fresh candidates may also be considered if they meet the qualification requirements.

5.3 Knowledge, Skills, and Abilities:

- Good knowledge of office procedures, filing systems, and record management.
- Basic computer skills, including MS Word, Excel, email, and internet use.
- Ability to draft letters, minutes, notes, and simple reports.
- Good communication and interpersonal skills.
- Ability to maintain confidentiality and handle official documents responsibly.
- Good time management and organizational skills.
- Ability to work independently and support team activities.
- Positive attitude, willingness to learn, and commitment to public service.