



VACANCY ANNOUNCEMENT

Executive Secretary

Southasia Institute of Advanced Studies (SIAS) is a Kathmandu-based research institute, having its research and engagements across multiple disciplinary and practice areas, including local governance, ecosystem services, climate change adaptation and mitigation policies, disaster risk reduction, and public policy. For more details, please visit: www.sias-southasia.org.

SIAS is looking for a highly motivated and intelligent candidate for **Executive Secretary** for its Kathmandu office.

Duration: Initially for one year, with possibility of extension.

Major Responsibilities:

- Manage and handle office communications – correspondence, telephone, websites and front desk
- Communicate with SIAS Board and stakeholders, including preparation of meeting minutes
- Manage and update websites
- Assist in arranging logistics for seminars, lectures, meetings and other events
- Research support-media and reference archiving, data management, library management
- Handle administrative and logistical tasks as necessary

Required Qualification and Skills: The candidate should have at least Bachelors degree in any relevant discipline and good command in MS Office (Word, Excel, PowerPoint and Outlook), with excellent written and communication skills in English and Nepali. Training and experience on website and secretarial aspects, communication, and copy-editing of knowledge products will be important considerations in this recruitment.

To apply for this position, please e-mail your updated CV and a cover letter by outlining your (a) capacity, (b) reasons for applying for this job, and (c) expected salary by June 5, 2015 to sulekha@sias-southasia.org.

SIAS is an equal opportunity employer and maintains workforce diversity.

Only short-listed candidates will be called for interview. Telephone inquiries will not be entertained and may lead to disqualification of the candidate.