



JOB AND TASK DESCRIPTION

Job Title:	Administrative Assistant
Division:	The Commonwealth Association of Tax Administrators (CATA)
Grade:	N

Reports To:	Executive Director, CATA
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General Information

CATA is one of The Commonwealth-associated organization formed in 1978 by the Commonwealth Ministers of Finance. Since its formation, CATA has been instrumental in promoting modernization of tax administration and adoption of efficiency-enhancing tax policies, procedures and processes within the Commonwealth with particular emphasis on developing countries.

In furtherance of its objective, CATA provides training to tax officials in technical and administrative skills, adopt best practices and build capacity in tax administrations thereby enabling the member governments to evolve well-designed, equitable and revenue optimising tax systems backed by efficient, modern and effective tax administration. CATA has a membership of 47 countries supported by a small secretariat based in London, UK.

Job summary

The post-holder supports the Director in the day-to-day administration of the Secretariat. S/he is responsible for providing operational and management support to the Office of the Executive Director, in the areas of programme and project management and the coordination of all administrative matters. S/he liaises and supports the other staff working in the Commonwealth Secretariat in a team-working arrangement.

Job description

The ideal candidate will have to interact with both internal and external clients and will be the first point of contact to the office of the Executive Director. To this end, the candidate is expected to possess excellent communication as well as IT skills, be proactive, flexible and ability to work under tight schedules with minimum supervision.

Specifically, s/he would be responsible for: -

- Provide administrative and logistical support to the Office of the Executive Director, CATA, in relation to his diary, coordinate meetings, preparation and distribution of documentation and materials pertaining to meetings, visitors and any related local or overseas travel
- Act as initial point of contact for all enquiries to the Executive Director's office
- Assist in planning and organizing CATA training programs and Technical Conferences
- Liaising with the web Administrator for the hosting of relevant communication and information on the website
- Drafting correspondences on behalf of the Executive Director
- Recording minutes of meetings of the Executive Director
- Ensuring filing and maintain an effective records management system, including CATA library.
- Develops, manages and monitors CATA's annual budget, including preparing progress and financial reports as required.
- Provides guidance to CATA policies and ensure correct procedures relating to all records management are undertaken.
- Regularly monitor compliance and manage housekeeping requirements

Performing any other reasonable tasks as may be assigned from time to time by the Executive Director

Person specification

Education

Secondary Qualification to "A" Level or equivalent vocational qualification

Desirable

Recognised qualification in public administration or business management or financial management.

Experience

Demonstrable previous experience in office management or in an administrative role, supporting a programme or business team.

Experience using Microsoft Office, especially Word, PowerPoint, Excel & Outlook.

Competencies:

Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people with dignity and respect.

Treats men and women equally. Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Working with Others

Maintains an open, respectful, and professional approach to others

Works as a team to achieve shared objectives

Uses empathy and cultural awareness to facilitate working relationships

Builds rapport with colleagues

Identifies individuals internally within Secretariat and externally to help achieve own objectives

Developing & Applying Expertise

Makes attempt to improve knowledge skills and attributes through continued personal development

Adapting & Innovating

Adapts to changing circumstances and work demands

Shows a willingness to proactively take on new challenges and responsibilities

Considers ways of doing own job better

Accountability

Takes ownership of assigned tasks, honours deadlines

Ensures timely delivery of outputs

18 April 2017