

LAUNCHED ON 01/09/2021

**ADMINISTRATIVE OFFICER
1 POSITION VACANCY NO LATER THAN EARLY FEBRUARY 2021**

LOCATION:

French International School of Kathmandu (EFIK), NEPAL
www.efiktm.com +977 – 1 400 16 73

ASSIGNMENT:

Private school approved National Education and approved with the Agency for French Education Abroad (AEFE). 50 pupils from Nursery class to Secondary, approximately 28 nationalities.

NATURE OF THE POSITION:

Part-time administrative Officer of 80% (28 hours a week, Monday to Friday). Local law contract to be filled up not later than February 8, 2021 with Fixed-term contract (1-year CDD) then possibly to an open-ended contract (CDI) at the discretion of the Management Committee through the recommendation of the Principal

SALARY: depending on the **Diploma and experience** corresponding to the position. Salary based on the establishment's salary grid.

PRIMARY ACTIVITY:

The Administrative Officer will be in charge of the day-to-day administrative management support under the direct supervision of the head of the establishment and the Management Committee, in particular in the following areas and excluding the pedagogical component in addition to the daily secretarial tasks of the establishment (phone calls and emails),

- **Administrative management of students:** registrations, admission and registration files, editing of class lists and various forms and files and issuance of school radiation certificates and others.
- **Organization of the extra-curricular area:** school transport, canteen and logistics of extra-curricular activities and school events planning and organizations
- **Administrative management of employees:** drafting of contracts, obtaining visas, monitoring of absences and overtime, editing of assignment orders during training, etc.
- **Work and purchasing management:** in conjunction with the accountant, obtaining quotes, finding service providers, managing school supplies, supervising maintenance with the local staff, etc.
- Filing, archiving and proper display of folders and ensuring the confidentiality and security of files and filing systems
- Administrative Officer will be the direct supervisor of non-teaching staff (guards, cleaning staff, drivers, etc.)

ADDITIONAL MISSION:

You will also provide editorial assistance to the management of the establishment (English translation of documents and formatting of documents, etc.). You may also be responsible for drafting summary notes at the request of management and / or the Management Committee and preparation for meetings (invitation to general assembly, meetings of the Management Committee and other committees as requested by the principal.).

REQUIRED PROFILE:

The candidate must demonstrate strong organizational and synthesis skills. He or she will need to be able to prioritize and demonstrate versatility and flexibility. The candidate must be highly organized and self-motivated.

Good organization, time management and scheduling skills. The role also requires individual who possess strong communication skills. He or she should have strong interpersonal skills. He or she will be required to show initiative while respecting the hierarchical chain.

QUALIFICATIONS:

Holder of a **Diploma in administrative studies** and / or Management assistance and / or Management / Human resources management. Professional experience essential in similar and related functions (within the framework of an educational establishment or other). Proven linguistic skills in French and English (C1 level, oral and written). Proficiency and essential working knowledge of the necessary IT tools and productivity tools, including the Microsoft Office suite (Word, Excel, Power point, Graphics and Microsoft Office Applications).

Knowledge of Nepali and Nepal is a plus. Knowledge of the French education system is a plus.

Applications, CV and cover motivation letter should be sent exclusively by email to the following addresses:

contact@efiktm.com & direction@efiktm.com

APPLICATION DEADLINE: JANUARY 22, 2021

Applicants are free to send any other document they deem relevant (annual assessment, letters of recommendation, administrative scorecard, etc.).