

Post: Personal Assistant to Provost

Qualifications & Skills required

- Candidate should be graduate from any recognized university.
- A minimum working experience of 3 years working with top management staff.
- Proficiency with multiple Microsoft office systems and other related software.
- Excellent communicator, a good listener and dedicated to detail.

Job Description

1. To maintain daily schedules and co-ordination of the Provost's commitments.
2. To arrange and coordinate appointments and meetings for the Provost.
3. Preparation of all correspondence and other documentation as may be requested by the Provost from time to time.
4. Advising the Provost of impending internal and external work.
5. To make all logistical arrangements, including travel, for the Provost or his/her deputies.
6. To appropriately execute any other duties as directed by the Provost, or other senior university officers.