

## TERMS OF REFERENCE

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Position: Executive Secretary to Director  
 Name of Institutions: Lord Buddha Education Foundation  
 Duty Station: Maitidevi  
 Department/Division: Administration  
 Reports To: Executive Director

### KEY DUTIES & RESPONSIBILITIES:

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S.N.	Key Responsibilities	Description
1	Proposal writing	Writing, editing, proofreading and formatting Proposals, reports, presentations, etc. for all the institutions under LBEF Group of Institutions.
2	Social Media Management	Monitoring web, email and social media analytics and reporting to management.
3.	Handling Director's Appointments	Maintain Director's agenda and assist in planning appointments, board meetings, conferences etc.
4	Handling documents	Handle confidential documents ensuring they remain secure
5	Handling Director's responsibilities	Assist Director in researching and following up with action on matters which fall within the Director's responsibility – chasing responses, triggering follow-up action.
6	Content Writing	Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's activities, products and/or services.
7	Meeting Coordination	Prepare agenda for meetings and to record minutes of meetings and sending the same to all concerned officials.
8	Conflict Management	Manage conflict as it arises and escalate to management.
9	Circulation of Notices	To ensure the timely circulation of all notice to students, faculties and academic staffs and notice boards.
10	Minuting the Meetings	ES will be responsible for minuting all the meetings held in the presence of the Chairman or Executive Director.
11	Others	As assigned by Executive Director.

I have read and understood my job duties and responsibilities and will work accordingly. I will also follow the code of conduct of the college framed time to time.

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature:** \_\_\_\_\_