

Local Staff Assigned to ADB

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Terms of Reference

Locally-assigned staff are expected to be onsite from 8:00 a.m. to 5:00 p.m. unless their supervisor instructs them otherwise.

A. Interpreters/Translators

Media Center:

- Should be able to perform interpretation and translation services (English-host country language-English) for Media Center liaison assistance.
- Should preferably have experience working with media representatives.
- Should also be able to perform consecutive interpretation, as required, at press conferences scheduled during the Annual Meeting.

Language Qualifications: Ability to read, speak and understand English.

B. Secretaries

- Should be able to type correspondence and memoranda in English, receive and transmit messages and assist in recording appointments, undertake simple office tasks, collect and dispatch letters and documents, reconfirm airline tickets, liaise with transportation and airport, among other duties.
- Secretaries should be adept at using computers, particularly internet and e-mail; have working knowledge of Microsoft Word, Excel and PowerPoint for Windows; and be able to operate basic office equipment such as fax and photocopy machines.
- Should be able to troubleshoot when staff experience difficulties using equipment.

Language Qualifications: Ability to read, speak and understand English.

C. Receptionists

- Handle inquiries received from visitors.
- Answer telephones; take and pass on messages.
- Be familiar with the location of offices.
- Must have excellent conversational English.
- Must possess good interpersonal skills.

D. Facilities and Technology Coordinator

Media Center:

- Able to coordinate facility logistics concerns, such as but not limited to, furnishing needs, air conditioning issues, general facility setup concerns.
- Able to coordinate technical support in basic IT issues, such as Vlan connectivity, printer support, and basic AV support for the media briefing room.

E. Associates/Clerks

Registration:

- Assist in registering participants, issuing ID badges and operating photo equipment.
- Must have excellent conversational English and good interpersonal skills.
- At least some must have better than average computer skills.

Media Center:

- Assist in manning the publication table in the Media Center and run other errands as required.
- Must be able to interact with participants in English and assist DOC staff in communicating to local participants if required.

Seminars:

- Assist in producing lists, updates, letters and any other documentation required for day-to-day management of the seminars.
- Assist the seminar coordinator(s) with various meeting room services.
- Must speak good English and to be customer-oriented.
- Working hours depend on the seminar schedule, but usually starts at 7:30 a.m. and finishes at about 6:00 p.m.
- All must have working knowledge of MS Office applications.

Social Events:

- Assist in monitoring food and beverage supplies and consumption.
- Deliver invitations.
- Respond to telephone inquiries.

Business Proceedings (BPU):

- Assist with various meeting room services, reproducing materials, etc.
- Must speak good English and to be customer-oriented.
- Working hours depend on the BPU schedule, but usually starts at 7:30 a.m. and finishes at about 6:00 p.m.
- Must have working knowledge of MS Office applications.

Language Qualifications: Ability to read, speak and understand English.

F. Office Assistants

All other administrative assistants:

- Required to pick up and carry messages, documents, packages and other items (sometimes in substantial quantities) between different points at the meeting site and assist in doing other administrative work, e.g., photocopying.

Language Qualifications: Ability to understand simple instructions in English.

LOCAL STAFF REQUIREMENTS OF ADB					
Office / Unit	Position	Date from	Date to	Annual Meeting Unit	Number of Local Staff
AFE-ADB	Secretary	2-May	5-May	Overall Annual Meeting Unit	1
Board of Directors	Receptionist	2-May	5-May	Overall Annual Meeting Unit	1
	Secretary	1-May	5-May	Overall Annual Meeting Unit	1
		2-May	5-May	Overall Annual Meeting Unit	11
Forthcoming Annual Meeting Office	Secretary	2-May	5-May	Overall Annual Meeting Unit	1
Media Center	Office Assistants	30-Apr	5-May	Media and Media Relations	3
	Secretary	25-Apr	5-May	Media and Media Relations	2
Networking Events	Associates / Clerks	30-Apr	5-May	Networking Events	1
	Office Assistants	30-Apr	5-May	Networking Events	1
Publication Center	Office Assistants	30-Apr	5-May	Media and Media Relations	2
Registration Center	Associates / Clerks	30-Apr	5-May	Registration Center	12
			5-May	Registration Center	13
Secretariat (AMU)	Office Assistants	22-Apr	5-May	Overall Annual Meeting Unit	2
	Receptionist	27-Apr	5-May	Overall Annual Meeting Unit	1
	Secretary	10-Apr	5-May	Overall Annual Meeting Unit	1
The Secretary, Board of Governors	Office Assistants	30-Apr	5-May	Overall Annual Meeting Unit	1
Treasury Department	Secretary	2-May	5-May	Overall Annual Meeting Unit	1
NGO and Civil Society Center	Secretary	30-Apr	5-May	NGO and Civil Society Center	4
Vice Presidents' Offices (VP01/02/VPPP)	Office Assistants	2-May	5-May	Overall Annual Meeting Unit	1
	Receptionist	2-May	5-May	Overall Annual Meeting Unit	1
Vice Presidents' Offices (VPKM/FR/AC)	Office Assistants	2-May	5-May	Overall Annual Meeting Unit	1
	Receptionist	2-May	5-May	Overall Annual Meeting Unit	1
Business Proceedings	Associates / Clerks	2-May	5-May	Business Proceedings	3
Office of the President	Office Assistants	2-May	5-May	Overall Annual Meeting Unit	1
	Receptionist	29-Apr	5-May	Overall Annual Meeting Unit	1
Seminars	Associates / Clerks	30-Apr	5-May	Seminars	8
Heads of Departments	Receptionist	2-May	5-May	Overall Annual Meeting Unit	1
	Secretary	2-May	5-May	Overall Annual Meeting Unit	3
Grand Total					80