

	<b>Secretary Activities</b>
<b>Achieved Activities</b>	<ol style="list-style-type: none"> <li><b>1. Customer service</b> <ul style="list-style-type: none"> <li>- Provide quality staff and customer service.</li> </ul> </li> <li><b>2. Meeting</b> <ul style="list-style-type: none"> <li>- Meeting with IRCO team twice a week on every Monday and Friday morning</li> </ul> </li> <li>➤ <b>Other activiteis</b> <ul style="list-style-type: none"> <li>- Mange the day to day operations of the office</li> <li>- Contribute to the efficiency of the overall business by ensurng all assigned secretary duties... carried on timely and efficiency</li> <li>- Prepared attendance sheet</li> <li>- Rearrange all office material and documents.</li> </ul> </li> </ol>
<b>Period (1 month)</b>	<b>From July 1st to July 31st 2016</b>
<b>PendingActivities</b>	<ol style="list-style-type: none"> <li><b>3. Followed up</b> <ul style="list-style-type: none"> <li>- Followed up petty cash, and other office material</li> <li>- Waiting messenger employmnet.</li> </ul> </li> </ol>
<b>Problems &amp; Challenges Faced</b>	<ul style="list-style-type: none"> <li>- Most documents take time to be processed in the procurement and finace office.</li> <li>- Most quote take time to gain Immediate response for iinstance we asked argnet messenger employment request but the HRM office was not interested to employ soon.</li> <li>-</li> </ul>
<b>Recommendations to Solveth Challenges</b>	
<b>Additional Resources Needed (ifany)</b>	-

	<b>Secretary Activities</b>
<b>Achieved Activities</b>	<p><b>1. Customer service</b></p> <ul style="list-style-type: none"> <li>- Provide quality staff and customer service.</li> </ul> <p><b>2. Item Transfer</b></p> <ul style="list-style-type: none"> <li>- Furniture properly transferred to our new office, as well as the bureau would have to sit down.</li> </ul> <p><b>3. Attendance, participation and meeting</b></p> <ul style="list-style-type: none"> <li>- Participated on EiABC get together for 1 day</li> <li>- Meeting with EiABC team twice a week on Monday and Friday Morning</li> </ul> <p>➤ <b>Other activiteis</b></p> <ul style="list-style-type: none"> <li>- Organize and type the annually report and sent hard copies to Bineyam</li> <li>- Mange the day to day operations of the office</li> <li>- Contribute to the efficiency of the overall business by ensuring all assigned secretary duties ....carried on timely and efficiency</li> <li>- Rearrange our new office documents and material</li> <li>- Meeting with IRCO team to inform the passed duty and responsibility and to know /receive/ upcoming or future duty and responsibility from IRCO/department/ head</li> <li>- Prepared attendance sheet and submitted to conscerned bodies on the due date.</li> </ul>
<b>Period (1 month)</b>	<b>From August 1st to August 31st 2016</b>

<p><b>Pending followed up Activities</b></p>	<p><b>4. Followed up</b></p> <ul style="list-style-type: none"> <li>- Followed up petty cash, memory card, hard disk, carpet, C-Exv40 Toner, water dispense curtain and other purchase requested</li> <li>- Followed up Dr. Ketema items to move they office.</li> </ul> <p><b>5. Pending</b></p> <ul style="list-style-type: none"> <li>- Waiting for pending memory card, hard disk, carpet, C-Exv40 Toner, water dispense and curtain from the procurement office as they noticed me they will provide within 2 weeks.</li> <li>- Waiting for petty cash and after I submitted the petty cash document was lost in finance office.</li> <li>- Waiting pending messenger employment we asked HRM unit head but still awaiting.</li> <li>-</li> </ul>
<p><b>Problems &amp; Challenges Faced</b></p>	<ul style="list-style-type: none"> <li>- Undergraduate office didn't move the items to they office we tired noticed so money times but still awaiting by this case the IRCO items didn't gain enough store to documents.</li> </ul>
<p><b>Recommendations to Solveth Challenges</b></p>	
<p><b>Additional Resources Needed (ifany)</b></p>	<ul style="list-style-type: none"> <li>-</li> </ul>

	<b>Secretary Activities</b>
<b>Achieved Activities</b>	<p><b>1. Customer service</b></p> <ul style="list-style-type: none"> <li>- Provide quality staff and customer service.</li> </ul> <p><b>2. Attendance, participation and meeting</b></p> <ul style="list-style-type: none"> <li>- Participated IRCO meeting twice a week on Monday and Friday morning</li> <li>- Meeting with IRCO team twice a week on every Monday and Friday morning</li> </ul> <p>➤ <b>Other activities</b></p> <ul style="list-style-type: none"> <li>- Organize and type the annual plan and sent to soft copies to Nebiyu</li> <li>- Manage the day to day operations of the office</li> <li>- Contribute to the efficiency of the overall business by ensuring all assigned secretary duties ....carried on timely and efficiency</li> <li>- Rearrange our new office documents and material</li> <li>- Received instructions and documents about petty cash procedure from IRCO head and communicated with IRCO team about it.</li> <li>- Provided petty cash based on the request approval for Sr. Sidney and Sr. Ababayhu</li> <li>- Prepared attendance sheet and submitted to HRM office on the due date.</li> <li>- Prepared job description to our office new messenger /Genet/ and given to IRCO unit head and to messenger.</li> </ul>
<b>Period (1 month)</b>	<b>From Sept. 1st to Sept. 30st 2016</b>

<p><b>PendingActivities</b></p>	<p><b>3. Followed up</b></p> <ul style="list-style-type: none"> <li>- Followed up petty cash, memory card, hard disk, carpet, C-Exv40 Toner, water dispense curtain and other purchase requested</li> <li>- Followed up Dr. Ketema items to move they office.</li> </ul> <p><b>4. Pending</b></p> <ul style="list-style-type: none"> <li>- Waiting for pending memory card, hard disk, carpet, C-Exv40 Toner, water dispense and curtain from the procurement office as they noticed me they will provide within 2 weeks.</li> </ul>
<p><b>Problems &amp;Challenges Faced</b></p>	<ul style="list-style-type: none"> <li>- Most documents take time to be processed in the procurement and finance office we submitted purchase request documents to take some items but still , we submitted the petty cash documents to finance office that document lost in finance office and they gave the response might request rejected and later found in finceance office.</li> <li>- Undergraduate office didn't move the items to they office we tired noticed so money times but still awaiting by this case the IRCO items didn't gain enough store to documents.</li> </ul>
<p><b>Recommendations to Solveththe Challenges</b></p>	<p>Communicated with conserved bodies (finace office, HRM and undergraduate office) to discuses aobut it</p>
<p><b>Additional Resources Needed (ifany)</b></p>	

	<p align="center"><b>Secretary Activities</b></p>
<p><b>Achieved Activities</b></p>	<p><b>1. Customer service</b></p> <ul style="list-style-type: none"> <li>- Provide quality staff and customer service.</li> </ul> <p><b>2. Attendance, participation and meeting</b></p> <ul style="list-style-type: none"> <li>- Meeting with IRCO team twice a week on every Monday and Friday morning</li> </ul> <p>➤ <b>Other activiteis</b></p> <ul style="list-style-type: none"> <li>- Organize and type the annual plan and sent to soft copies to Nebiyu</li> <li>- Mange the day to day operations of the office</li> <li>- Contribute to the efficiency of the overall business by ensuring all assigned secretary duties ....carried on timely and efficiency</li> <li>- Rearrange our new office documents and material</li> <li>- All staff personal files folders are updated and I created new folder for me Genet and Abebayhu and updated Mr. Sidny's and Mr. Nebyou's folder.</li> <li>- I include all individual reports in personal files.</li> <li>- I created new file to genet that includes letter of deployment and job description All annual plans are documented</li> <li>- I received and filed IRCO July 2016 Report and submitted to concerned bodies</li> <li>- I checked all minutes and all are documented.</li> <li>- We used petty cash 4200 birr and now I am ready to start the</li> </ul>

	<p>process of renewal.</p> <ul style="list-style-type: none"> <li>- Some items bought such as 3 cups for coffee/tea 2 water glasses 1 rim of paper and nebeyou tried to bought clear plastic container for tea bags</li> <li>- I posted on the wall outgoing letter ref. number and noticed to all IRCO team when everyone want to register can gain simply that on the wall.</li> <li>- August and September report received and submitted to concerned bodies</li> <li>- I crated 2 AGIMEGQ's students file but still awaiting 1 file and I am ready to buy or to bring that one from store.</li> </ul>
<b>Period (1 month)</b>	<b>From Oct. 1st to Oct 31st 2016</b>
<b>PendingActivities</b>	<p><b>3. Followed up</b></p> <ul style="list-style-type: none"> <li>- Followed up petty cash, memory card, hard disk, carpet, C-Exv40 Toner, water dispense curtain and other purchase requested.</li> </ul>
<b>Problems &amp;Challenges Faced</b>	<ul style="list-style-type: none"> <li>- We tried to bought plastic container but the thing is so expensive that is 4 items cost is 450 the sellers don't sell that ting in piece.</li> <li>- Finance has not approved petty cash to our office b/c of as the finance office unit head noticed us the petty cash allowed only for scientific director and managing director.</li> </ul>
<b>Recommendations to Solvethe Challenges</b>	

<b>Additional Resources Needed (if any)</b>	-
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	<b>Secretary Activities</b>
<b>Achieved Activities</b>	<p><b>1. Documentation</b></p> <ul style="list-style-type: none"> <li>Record incoming and outgoing letters on the protocol book.</li> <li>Rearranged all documents and materials.</li> </ul> <p><b>2. Phone and mail</b></p> <ul style="list-style-type: none"> <li>Received incoming phones and mail and forward to concerned bodies on time.</li> </ul> <p><b>3. Report and meetings</b></p> <ul style="list-style-type: none"> <li>Checked all IRCO personnel file to assure all minutes and reports filed on time.</li> <li>I submitted my personal monthly report to concerned bodies on time.</li> <li>Received monthly individual and general reports from IRCO personnel and team leader and submitted to IRCO unit head.</li> </ul> <p><b>4. Attendance, meeting and participation</b></p> <ul style="list-style-type: none"> <li>Meeting with IRCO team to inform the past performed duty and responsibility and to receive future tasks from IRCO unit head.</li> </ul>
<b>Period (1 month)</b>	<b>From Nov. 1st to Nov. 30th</b>
<b>Pending Activities</b>	- followup memory card, hard disk, carpet, C-Exv40 toner, Water dispense, Curtain laptop and desktop and other purchase



	<p>requested...</p> <ul style="list-style-type: none"> <li>- followup laptop</li> </ul>
<p><b>Problems &amp; Challenges Faced</b></p>	<ul style="list-style-type: none"> <li>- Laptop: - i started typical duty that is as an IRCO all documentaiton system must be computerized this also tasks much time but to spped up the work it need laptop and to gian laptop i submitted my request to conserved bodies but still didn't gain that by above mentioned reson i could not work quickly planned activities.</li> </ul>
<p><b>Recommendations to SolvethetheChallenges</b></p>	<ul style="list-style-type: none"> <li>- I was discussed again about it on the matter with the procurement office personnel but as they noticed me the procurement office unit head need communicate with managing director.</li> </ul>
<p><b>Additional Resources Needed (ifany)</b></p>	<ul style="list-style-type: none"> <li>- laptop</li> </ul>

	<p align="center"><b>Secretary Activities</b></p>
<p><b>Achieved Activities</b></p>	<p><b>1. Documentation</b></p> <ul style="list-style-type: none"> <li>• Record incoming and outgoing letters on the protocol book.</li> <li>• Rearranged all documents and materials.</li> </ul> <p><b>2. Phone and mail</b></p> <ul style="list-style-type: none"> <li>• Received incoming phones and mail and forward to concerned bodies on time.</li> </ul> <p><b>3. Report and minutes</b></p> <ul style="list-style-type: none"> <li>• Checked all IRCO personnel file to assure all minutes and reports filed on time.</li> <li>• I submitted my personal monthly report to concerned bodies on time.</li> <li>• Received monthly individual and general reports from IRCO personnel and team leader and submitted to IRCO unit head.</li> </ul> <p><b>4. Attendance, meeting and participation</b></p> <ul style="list-style-type: none"> <li>• Meeting with IRCO team to inform the past performed duty and responsibility and to receive future tasks from IRCO unit head.</li> </ul> <p><b>5. Other achieved activities</b></p> <ul style="list-style-type: none"> <li>• Created IRCO structure and inform to all IRCO team</li> <li>• Submitted monthly attendance sheet to Concerned bodies /HRM/ and prepared Dec. &amp; Jan. AS</li> <li>• Upgrading partnership, documents such as International mous, National mous, Network and organizational agreement and projects these achieved activities Duty and responsibility was network and bilateral relations</li> </ul>

	<p>officer/Kweku Boatın/</p> <ul style="list-style-type: none"> <li>Started digitalizing all IRCO documents</li> </ul>
<b>Period (1 month)</b>	<b>From Dese. 1st to Dese. 31th</b>
<b>PendingActivities</b>	<ul style="list-style-type: none"> <li>followup memory card, hard disk, carpet, C-Exv40 toner, Water dispense, Curtain laptop and desktop and other purchase requested...</li> <li>followup laptop</li> <li>followup all IRCO individal minutes and report to take from the tame and these awaiting individal minutes and reports will digitalizing.</li> </ul>
<b>Problems &amp;ChallengesFaced</b>	<ul style="list-style-type: none"> <li>Laptop: - i started typical duty that is as an IRCO all documentaiton system must be computerized this also tasks much time but to spped up the work it need laptop and to gian laptop i submitted my request to conserved bodies but still didn't gain that by above mentioned reson i could not work quickly planned activities.</li> </ul>
<b>Recommendations to SolvetheChallenges</b>	<ul style="list-style-type: none"> <li>I was discussed again about it on the matter with the procurement office personnel but as they noticed me the procurement office unit head need communicate with managing director.</li> </ul>
<b>Additional Resources Needed (ifany)</b>	<ul style="list-style-type: none"> <li>laptop</li> </ul>