

Terms of Reference
Secretarial Assistant - Health Care Financing (Short Term)

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) as an autonomous registered society, to channelize technical assistance and capacity building support to the states for strengthening the public health system. The NHSRC is also mandated to contribute towards National strategic health planning and programme design. Work at NHSRC is organised around multiple divisions, namely – Community Processes, Quality Improvement, Public Health Planning, Public Health Administration, Healthcare Financing & Healthcare Technology, HMIS and Human Resources for Health.

NHSRC intends recruiting Secretarial Assistant (Health Care Financing) purely on contractual basis for the period mentioned in the contract.

Location: NHSRC Office, New Delhi

Roles & Responsibility:

1. Secretarial assistance including drafting letters, taking dictation, booking air / train tickets, hotel bookings etc.
2. Facilitating meetings with external partners, maintaining meeting schedules, managing appointments.
3. Liaison/ public relation.
4. Should have some working knowledge of Accounts.
5. File maintenance, accounting, and documentation.
6. Facilitating travel plans for Healthcare Financing Team
7. Any other work as assigned by the Advisor, Healthcare Financing.

Competencies and Experience:

1. Graduate in any stream with degree/diploma in secretarial practices - preferably B. Com or B.A (Economics)
2. Minimum 3 - 4 years' experience as an office secretary. Knowledge of Filing, Indexing, and Document Management.
3. Typing (speed – Min. 35/pm)
4. Excellent administrative, organizational and planning skills with attention to detail
5. Computer literate with knowledge and experience of MS office, Excel and Power point.
6. Excellent writing and verbal communication skills
7. proficient in drafting notes and letters in English with focus on spelling, punctuation, grammar and other language skills

Age: 40 years & below (maximum age will be counted from the last date for receiving the applications).

Note: It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which it will not be accepted.

Applications must reach by **1 p.m. on 27-Jan-2015** by email to st.nhsrc.2015@gmail.com or by post / by hand to HR Manager, NHSRC, NIHFV Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067. **Please ensure to mention post applied for on the envelope (in post) and subject-line (in e-mail), without which applications will not be accepted.**