

Terms of Reference
Short Term - Administrative Assistant

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.

NHSRC intends recruiting Administrative- Assistant, purely on a contractual basis.

Role & Responsibilities:

- Office Procedure – File maintenance, meeting schedules, facilitating travel plans including booking of Air & Rail tickets and accommodation, managing appointments, routine correspondence, drafting & noting.
- Coordination & Liaising with other departments & organisations such as National Institute of Health Family Welfare, Transport vendor and other agencies of outsourcing, etc.
- Facilitating support for conduct of meetings, workshop, consultation, etc.
- Assist in Security & Fire Fighting arrangements and supervising the new work, installations & commissioning of new project including repair & expansion work
- Facilitated preparation of Purchase Order for publication and other works and maintenance of Purchase order register
- Process local / outstation travel claims of personnel of NHSRC and bills of vendors prior to submission to Accounts.
- Any other work as assigned by the PAO, NHSRC.

Education, Experience and Competencies:

- Graduate in any stream
- Minimum 04 years of relevant experience in Administration.
- Excellent administrative, organizational and planning skills with attention to detail
- Computer knowledge and experience of MS word & Excel spread sheet.
- Should be aware of Govt. Rules and Regulations, General Financial Rules, Government e-marketing,
- Knowledge of Registry Procedures and Travel / Fleet Management
- Good writing and verbal communication skills
- Ability for draft notes / Official Letters in English & Hindi under supervision but handling routine correspondence independently. Knowledge of Hindi Typing will be added advantage.
- To be able to meet stringent guidelines at short notices and operate in an evolving environment.

Desirable:

- Preference will be given to candidate having experience in Government, Quasi Government departments or Government funded autonomous institutions.
- Having valid driving licence of Two-wheeler & LMV.

Age: Below 40 years (maximum age will be counted from the last date for receiving the applications). Age criteria may be relaxed in case of Ex- Servicemen or for exceptional candidates with required skills.

Work Location: New Delhi with requirement of occasional outstation travel but regular local travel.

Contract tenure: Three months and extendable

Remuneration Range: Between Rs.27,500/- to Rs.43,999/- per month. Appropriate offer will be made considering qualification and experiences.

How to apply:

Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to shortterm.nhsrc@gmail.com by 29th November 2020. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accept.