



Name of the Post: Secretary to Programme Director cum Admin Assistant, Saksham-Pravaah

No. of Positions : **01**

Location : Mumbai.

Duration : **December 2017**

Email : hr.sakshamp@gmail.com

Remuneration CTC: Between **Rs. 30,000/- to Rs. 32,210/- per month.**

Last Date for application: February 26, 2017.

Saksham Pravaah is a TISS project that implements counselling services for Drug Resistant (DR) TB patients in collaboration with the Mumbai District Tuberculosis (TB) Control Society (MDTCS). The programme supported by the Global Fund for AIDS, TB and Malaria was initiated in August 2014 as an extension of the HIV counselling capacity building initiative. Saksham means "Capable" or "Self-reliant" in Sanskrit.

Based on the experience of Mumbai, Saksham in partnership with the Central TB Division (CTD), Ministry of Health and Family Welfare has scaled up this project to Maharashtra, Gujarat, Rajasthan and Karnataka. In this expanded phase of the project, the goal is *to strengthen National TB control program (with special focus on MDR and XDR TB) in states of Maharashtra, Gujarat, Karnataka and Rajasthan through structural and psycho-social support interventions.*

Terms of Reference for the position of Secretary to Programme Director, & Admin Assistant, Saksham

- Assist the Programme Director, Saksham in internal and external communication.
- Coordinate appointments for meetings and prepare minutes of the meeting.
- Maintenance of important and confidential documents, files and records for easy communication purposes.

- Assist the other team members in work and coordination as required for smooth functioning of the programme.
- Interfacing with staff and Programme Director, Saksham.
- Liaison with external partners and schedule appointments.
- Assisting Finance and Admin team with compiling reports, ticket bookings, stationery requests, courier bookings, documentation etc.
- Handling all secretarial duties of Programme Director's office.
- Coordinate overall admin work for smooth functioning. Organise and coordinate programme events, meetings etc.
- Check the requisitions and Verify bills for overall admin related work. (Ticketing, stationery etc).
- Coordinate Procurement of assets as required.
- Maintain and verify assets periodically.
- Update service contracts and review bills as per the fixed rates.
- Any other work as assigned by your supervisor (s).

Qualifications: Graduate/Post graduate in any field

Experience: 5-6 years of working experience as Personal Assistant/Secretary/Executive & Admin Assistant.

Essential skills:

- Should be Smart, pleasing personality & Well-groomed
- Should be Self-driven, positive-minded & highly energetic
- Excellent written & verbal communication skills.
- Exposure in administration function will be an added advantage
- Should be a self-starter and responsible person with good organizational and co-ordination skills
- Knowledge of MS Office : Word, Excel, Power point.

Application Procedure

Please send the following documents by e-mail to hr.sakshamp@gmail.com along with the following subject line as '**Secretary to Programme Director cum Admin Assitant, Saksham-Pravaah**'

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.

***** **Candidates short-listed will be contacted for interview only.** *****