

India Country Coordination Mechanism (CCM) Secretariat for the Global Fund to fight AIDS, Tuberculosis and Malaria

**Invites applications for Administrative Assistant staff (One post) for the CCM Secretariat located at
Ministry of Health & Family Welfare, New Delhi.**

Detailed TORs are attached.

Place of posting: Delhi

Appointment will be purely on contractual basis for a period of one year.

Please send applications with updated CV via email to: iccmsect-mohfw@gov.in

Last date for receiving the applications: 4th September 2016

TORs - Administrative Assistant

Educational Qualification

Graduate from a recognized institute or university

Desirable

Diploma or certificate in Office Administration from a reputed institute

Experience

Five year's prior work experience in related field

Knowledge and Skills

- High degree of proficiency in office procedures, typing and machines (photocopier, fax etc).
- Must maintain confidentiality at all times.
- Two year's accounting or bookkeeping experience
- Knowledge and practical experience regarding computer skills, including Microsoft Word and Excel Programs.
- Ability to work independently and make decisions in accordance with established policies and regulations.
- Familiar with networks and data backup procedures.
- Good attendance record

Role & Responsibilities

- Support the CCM Secretariat for all routine administrative tasks such as filing, phone calls, documentation, minutes of meetings and dissemination of information
- Organize CCM meetings, other subcommittee and technical committee meetings, including the venue, attendance, documentation and minutes
- Support the CCM Secretariat team in all activities related to Round call for proposals
- Maintain the database of all the GFATM Grant Rounds to India
- Provide the CCM Secretariat Team administrative support

Selection Procedure

The applicants will be sorted on the basis of resume and will be tested on proficiency of computers and MS Office. The shortlisted candidates will then appear for an interview for final selection.

Suggested Remuneration

Rs. 24,000/- per month