

Vacancy Announcement

Job Title: Administration Officer
Organisation: Population Foundation of India
Location: New Delhi
Duration: One year, with possible extension subject to funding availability
Reports to: Manager Administration

About Population Foundation of India (PFI)

The Population Foundation of India (PFI) is a national non-government organization at the forefront of policy advocacy and research on population, health and development issues in the country. Today, PFI leads advocacy efforts and works as a think-tank dedicated to promoting and advocating effective formulation and implementation of gender sensitive population, health and development policies, strategies, and programs in the country. Knowledge Management is one of the organizational strategies to generate the evidences and inform the advocacy efforts of PFI.

Besides implementing projects, PFI has played a significant role in giving grants to Indian non-government organizations. Since its inception, PFI has funded more than 375 projects across the country and continues to make grants focusing on its priority areas. The projects aim to reach the most marginalized, vulnerable and underserved communities, with poor demographic and socio-economic indicators when compared to the rest of the country. Over the years, PFI has played a catalytic role to create an enabling environment for policy advocacy on issues relating to gender equality, women empowerment and other social determinants. PFI is committed to serving the economically weak and marginalized sections of society in the high priority districts (HPDs) with poor socio-health-demographic indicators.

Job Summary

Currently PFI is seeking application for the position of Administration Officer who will be responsible for supporting the administration function of PFI with a reporting to the Manager Administration.

Key Responsibilities

1. Provide support in procurement of goods/services, printing and maintaining database:

- invite quotations for AMCs / printing job / procurement of assets / office supplies such as conference material, office stationery, housekeeping material etc as per organization procurement policy and guidelines in consultation with Manager Administration.
- Compile quotations, prepare process notes and purchase order / Service Agreement / Service Order / work order as per the organization guidelines and submit for further review of Manager Administration.
- Follow-up with vendors and suppliers to ensure timely receiving of goods and services, process the bills after receiving the material and quality check as per the specification mentioned in Purchase / Service Order.
- To create / update database for Purchase Order / Service Agreement / Service Order issued to external agencies.
- Assist in coordinating with printing agencies regarding printing requirements of office stationery, publications and conference material as advised by Manager Administration and Communication Department.

2. Provide support to PFI administration for multiple services:

- Liaise with various institutes, organization, hotels and guest houses for reserving the meeting venues & accommodation in consultation with Manager Administration
- Support in arrangement of board meetings, program meetings, get-together etc.
- Coordinate with local and outstation participants for in-house and outstation meetings/workshops with regards to their travel, boarding and lodging arrangements.
- Support travel arrangements (flight/train/taxi) in absence of Front Desk Executive.
- Assist Manager Administration in managing stock of various office supplies items such as stationery, pantry supplies, housekeeping supplies etc.
- Render administration work including drafting routine correspondence, and maintenance of files and office records.
- Timely processing of rent of the state offices and ensure timely renewal of rent agreements.
- Provide support to Manager Administration in maintaining fixed assets register
- To organize pre-employment medical check-up for new employees in coordination with HR
- To support HR in facilitation of interview process and joining of new staff
- Maintain and update vendor, AMC and any other admin related database.

3. Provide support to Program team for various services

- Support Head Core Grants & Knowledge Management in preparing proposal notes and grant agreements (both for core grants and ED discretionary grant)
- Support program teams in preparing for the meetings such as conference stationery, name tags, folders etc.
- Organize group travel in consultation with the Program colleagues.

4. Any other duties as assigned by the Management from time to time.

Required Qualification, Experience and Skills

Educational Qualification

- Graduate from a recognized educational institution

Work Experience

- 4 to 6 years of work experience preferably in the development sector

Skills

- Excellent written and communication skills in English and Hindi.
- Proficient in MS Word, Excel, PowerPoint, Outlook, and Internet Explorer
- Good understanding of office & vendor management with good negotiation skills
- Team player and flexible about the challenges of working in a fast-paced environment with shifting priorities
- Well organized, with the proven ability to work independently, meet deadlines and maintain consistent attention to detail
- Having good experience in arranging meetings/conferences and good knowledge of meeting venues and hotels for accommodation in and out of Delhi.

How to Apply

Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by December 11, 2017. Please mention the position “**Administration Officer**” in the subject line of your e-mail. Only shortlisted candidate will be contacted.