

Vacancy Announcement

Job Title: Executive Assistant to the Executive Director (Full Time)
Organization: Population Foundation of India
Location: New Delhi
Reports to: Executive Director, PFI

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 programmes in the country.

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

The Executive Assistant to the Executive Director (ED) will be responsible for handling all tasks related to Executive Director's office both internally and externally. S/he must have the ability to comprehend the priority of varied range of tasks / correspondences and draft appropriate responses on behalf of the ED. Must be discreet in handling highly confidential and sensitive matters. Besides, S/he will be responsible for coordinating meetings and appointments and maintaining the ED's event schedule.

This person must be exceedingly meticulous, a quick learner to adapt to dynamics of ED office and has proven record of working under pressure. Must be deft in managing administrative challenges of coordinating with diverse people and programs. Agility, pro-activeness and good inter-personal skills will be pre-requisite for this position.

Key Responsibilities

- Independently manage all the activities of the ED's office
- Handle incoming and outgoing calls on behalf of the ED
- Receive and track incoming and outgoing emails, determining how best to internally route certain questions and enquiries while responding to messages
- Draft responses to a varied range of correspondences on behalf of the ED including drafting of relevant notes and briefing to staff, when required
- Coordination with Senior Management Team (SMT) and colleagues on behalf of the ED on various issues
- Keep ED informed on all urgent and important matters and ensure all are attended to and closed in time
- Receive all visitors of the ED

- Maintain ED’s calendar and keep track of the schedule of appointments, conferences and all engagements
- Coordinate ED’s travel arrangements, including monitoring of purchase of tickets, hotel reservations, complete scheduling of trips, visa processing etc. with the Administrative Staff
- Monitor maintenance of the database of the ED’s contacts, all files, documents and other official papers in a well-organised and easily retrievable manner with the Executive Secretary in the ED’s office
- Monitor timely preparation of expense reports and process reimbursements, including cash and credit card expenses and advance payments, per diems (which includes gathering receipts, preparing the expenses claim and submitting to the finance section), handle petty cash for the ED’s Office alongwith the Executive Secretary
- Any other work, as mutually agreed with the ED.

Required Qualifications, Experience and Skills

Educational Qualification	<ul style="list-style-type: none"> • Bachelor’s/ Master’s degree in any discipline from a reputed institution
Work Experience	<ul style="list-style-type: none"> • At least 10 - 12 years of experience in similar position. Experience in Development Sector is desirable but not essential
Other Requirements	<ul style="list-style-type: none"> • Excellent command of English language both for written and oral communications • Strong interpersonal and collaborative skills in working with donors and partners • Highly organized with proven ability to deliver under pressure, and maintain consistent attention to detail • Good analytical skills and a strong willingness to Learn

How to Apply

Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by April 15, 2018. Please mention the position “**Executive Assistant to Executive Director**” in the subject line of your e-mail. Only shortlisted candidate will be contacted.