

Vacancy Announcement

Job Title: Program Administrative Assistant
Organization: Population Foundation of India
Location: New Delhi
Duration: One year (Full time) and will be extended subject to satisfactory performance and organizational requirement
Reports to: Director – Finance and 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. 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. Policy advocacy, social and behaviour change communication, community action and knowledge management are some of the key strategies that PFI works on to achieve the organization's goals.

Over the years, PFI has played a catalytic role to address 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 incumbent will provide administrative support in the management of programmes to ensure its timely and efficient servicing within the organizational policies. He/ She will support the programme teams in the preparation and management of contracts, process payment requests, and follow-up with vendors/ partners on invoices, progress reports and related documents.

Roles and Responsibilities:

- **Official project documentation:**
 - Assist the Program teams in the preparation of all necessary documentation related to program activities.
 - Prepare all contracts and agreements including their subsequent extensions/ or supplements and keep a record of the same.
 - Make all arrangements concerning contracts including payment approvals, and submission of reports and other follow-up action.
 - Maintain and file financial records for audit and reference purpose.
 - Maintain and regularly update contract / payment tracker so that prompt reports can be submitted to Operations and Programme team for timely action.
 - Maintain budget allocation of the programs' agreements / consultants.
- **Administrative Management of the Project**
 - Undertake day-to-day project administrative responsibilities.
 - Render administration work including drafting routine correspondence, and maintenance of files and office records.
 - Support Sr. Program Manager and Finance in the submission of financial reports and ensure obligations are met by both the recipient and PFI.

- Coordinate with administrative team for all project-related local travel, international/national travel and workshops/meetings.
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- Prepare MIS of the consultants / service providers the programs and share with senior management. Ensuring all statutory and legal compliances are met for the consultants and service providers Review of travel claims submitted by project staff.
- Responsible for day-to-day tracking and monitoring of documentation and follow-up on critical events.
- Manage project scheduling

➤ **Other Duties**

- Receive all incoming day to day mail and communications (project related) and direct them to the concerned officials.
- Assist in fixing of appointments, preparation of power point presentations and address lists.
- Responsible for regular tracking and monitoring of documentation and follow-up on critical events.
- Assist the Program team in the final completion, formatting and printing of documents.

➤ **Any other work assigned by PFI**

Required Qualifications, Experience and Skills

Educational Qualification

- Minimum Graduation degree in any stream from a reputed college/university

Work Experience

- Minimum five years of experience in project administration in the development sector.
- Experience in contract management.

Skills

- Excellent Computer skills, especially in MS-Office
- Good coordination and prioritizing skills
- Highly organized with the proven ability to meet deadlines and maintain consistent attention to detail
- Maintenance of records

How to Apply

Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by June 22, 2018. Please mention the position “**Program Administrative Assistant**” in the subject line of your e-mail. Only shortlisted candidate will be contacted.