

Job Description:	Program Assistant to the Executive Director & Director Programmes	Responsible to: Director Programmes
No. of direct reports:	-	Location: Delhi
Duration	1 year	Job Function: Secretary
Purpose:	The Program Assistant to the Executive Director (ED) & Director Programmes will be responsible for handling all tasks related to Executive Director's & Director Programmes's office both internally and externally.	
RESPONSIBILITIES		
<ul style="list-style-type: none"> Assist the Executive Director and Director Programmes in monitoring program activities by ensuring that work plans are prepared and updated regularly, and outputs/ activities are accomplished and delivered according to the agreed work plan. Ensure scheduling (the actual scheduling will be done by either Executive Assistant to Executive Director or other admin support); preparation of clear agenda and minuting of meeting with staff (minutes to be done by team members). this would apply to PFI staff meeting & team review meetings. Ensures follow up of deliberations taken at such meetings in consultation with Director Programmes. Supervise preparation of quality timely reports to donors, and contribute to project(s) monitoring, evaluation and learning plans. Make sure technical content is accurate and reflects accomplishments, challenges, and solutions as required. Provide project support to all work plan development processes and ensure collaboration across projects and teams as required. Coordination with Senior Management Team (SMT) and colleagues on behalf of the Executive Director and Director Programmes on various issues Draft responses to a varied range of correspondences on behalf of the Executive Director and Director Programmes including drafting of relevant notes and briefing to staff, when required Receive and track incoming and outgoing emails, determining how best to internally route certain 	<ul style="list-style-type: none"> questions and enquiries while responding to messages Be the point person for all PFI events and ensure that all appointments, conferences and all engagements are executed seamlessly. 	REQUIRED SKILLS <ul style="list-style-type: none"> Bachelor's/ Master's degree in any discipline from a reputed institution At least 6 -8 years of experience in similar position. Experience in Development Sector is desirable but not essential 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
	KEY PERFORMANCE INDICATOR	
	<ul style="list-style-type: none"> S/he must have the ability to comprehend the priority of varied range of tasks. Draft appropriate responses on behalf of the ED/PD. Must be discreet in handling highly confidential and sensitive matters. S/he will be responsible for coordinating meetings and appointments and maintaining the ED's event schedule. 	
	COMPETENCIES	
	<ul style="list-style-type: none"> Communication Skills: Excellent written and verbal skills to network Responsiveness: Understands the demands of organization needs and can identify and respond to urgent tasks Willingness to Learn: Continuously works towards improving professional competence by acquiring new skills Delivering Results: Is goal oriented and takes initiative in identifying alternate methods to ensure high quality results. Adaptability and Initiative: Quickly adapts to organizational demands and is open to take new challenges 	HOW TO APPLY Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in Please mention the position " Program Assistant to ED&PD " in the subject line of your e-mail. Only shortlisted candidates will be contacted