

Job Description:	Senior PA-cum - Programme Associate.	Responsible to:	Assisting Executive Director in day to day activities & office management
No. of direct reports:	--	Location	Delhi
Duration	--	Job Function	ED Office
Purpose:	Support and assist ED in overall communication, coordination and record maintenance.		
<ul style="list-style-type: none"> Screen of all incoming and outgoing emails on behalf of the ED. Prepare draft responses to emails for approval by the ED. Ensure that all emails are sent out on priority basis once it is approved by ED. Route emails and letters received by ED's office to concerned departments/staff members for timely action/ response. Keep track of emails which require response to be shared by other colleagues and ensure that it is received for ED's approval and sent out after approval. Prioritize the work and keep the ED informed on all urgent and important matters/phone calls and ensuring that all are attended on time. Take dictation of technical letters/emails from the ED and its transcription and dispatch/sending. Ensure timely deposit of cheques received for ED, process the payment of her mobile and internet bills, credit card bills and other payments well before the due date. Handling other secretarial functions including internal and external coordination in an effective manner. Receive and screen phone calls for ED. * Maintain the event schedule and calendar for ED by updating it on timely basis. * Follow-up for the talking points/presentations for ED's meetings and ensuring that they are received on time and given to ED for her review. Schedule meetings for the ED with other stakeholders/ media in coordination with other colleagues and the communication team. Ensure handing over a copy of the calendar to ED on a daily basis along with all meeting papers for meetings scheduled on the subsequent day. Ensure that the papers for her meetings/ interviews are handed over to her well in advance. 		<ul style="list-style-type: none"> Maintain soft copies of ED's talking points and presentations made at various meetings and conferences in an easy retrievable manner. Update data base of ED's contacts in outlook. Maintain/update on a regular basis, the master list of invitees which can at any time be taken as an authenticated reference document. Gather all travel related documents after completion of the travel and prepare ED's travel claim for submission to Finance and keep track of its settlement. Coordinate with conference/ meeting organisers for claiming reimbursement of travel claims for ED by sharing the wire transfer information, bank details etc. with them in consultation with Finance function. Prepare reimbursement claims of ED and keep track of their settlement Prepare minutes of all Governing Board meetings of PFI and also prepare the 'Action to be taken' matrix after the minutes are finalised. Keep ED's USD cheques in safe custody and ensure to hand them over to ED at the appropriate time for depositing it in the US Bank Account. Send out bulk emails (individual as well as group emails) and invitations for various PFI events/conference/ meetings/campaigns which were to be sent on ED's behalf. Prepare and share with the communication team the matrix of meeting attended by ED during the year for inclusion in Annual Report. Follow-up with Senior Management Team and other colleagues on behalf of ED as per requirement. 	
		COMPETENCIES	
		<ul style="list-style-type: none"> Working together: Is a team player and works closely within the team as well as with cross functional teams Communication Skills: Excellent written and verbal skills to the network (previous writing experience would be an advantage) Responsiveness: Understands the demands of PFI's communication 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 Adherence to Policies: Abides by organisational norms and policies all the time 	
		REQUIRED SKILLS	
		Work Experience	
		<ul style="list-style-type: none"> Relevant experience of 10 plus years in office administration. Basic knowledge of computers. Sound reading and writing skills Willingness and ability to work in a fast-paced team, finding pragmatic solutions, where necessary. 	
		HOW TO APPLY	
		<p>Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by September 26, 2022. Please mention the position "Senior PA-cum-Programme Associate" in the subject line of your e-mail. Only shortlisted candidates will be contacted</p>	

- Schedule interaction timing for PFI colleagues as per need or request from staff members.
 - Handle travel arrangements of ED by sharing flight schedule with ED for seeking her preference, arranging for her air tickets, hotel reservation, airport pick-up by coordinating with the meeting organisers/PFI Administration department, preparing the travel approval form before her travel, arranging for her matrix phone as and when required /activation of roaming on her mobile phone, arranging for foreign exchange, preparing itinerary for her travel.
 - Coordinate with Admin department/travel agent for flight schedules from time to time.
 - Follow-up with Finance for timely payment of all bills submitted from ED's office.
 - Provide support required from ED's office to other colleagues as and when required.
- * Ensure proper upkeep of all official and personal files of the ED with all papers filed for ready reference in future.

ABOUT PFI

Population Foundation of India (PFI) is a national civil society organisation, which promotes and advocates effective formulation and implementation of gender sensitive population, health and development strategies and policies. Bharat Ratna JRD Tata founded PFI in 1970.

PFI addresses population issues within the larger discourse of empowering women and men, so that they are able to take informed decisions related to their fertility, health and well-being. We work with the government, both at the national and state levels, and with other civil society organisations. Our areas of work include the following:

- Family planning
- Adolescent health, particularly sexual and reproductive health
- Community monitoring of public health services
- Women's rights, and especially ending violence against women

OUR STRATEGY

Reproductive health and family planning can positively influence and advance the newly laid out Sustainable Development Goals by addressing multiple targets and ushering in an era of development. Access to voluntary family planning has the potential to save lives and help break the cycle of poverty, stabilize population growth and ease the pressure on the environment. It is the most cost-effective development investment.

We believe that health, education and wellbeing of the population is crucial for sustaining just, equitable economic growth and development. For that to happen, change has to happen at three levels – individual, social and systemic or policy levels, ensuring that the country offers a conducive and enabling policy environment for girls and women to claim their rights, agencies of youth to be involved in demanding and supporting efficient and

OUR MISSION

To advance gender-sensitive, rights based population and family planning policies and actions for a just, equitable and prosperous society.

STRATEGIC OBJECTIVE 1

To advance family planning and reproductive health as drivers of individual rights

- Girls and women are able to take informed choices for exercising their bodily rights without fear or inhibition
- Young people and women are able to access to high quality and affordable family planning services and reproductive health care

STRATEGIC OBJECTIVE 2

To position family planning and population measures as critical drivers of sustainable growth and development in India

- Family Planning and women's rights are national priorities that help realize higher growth and sustainable development.
- Strong rights based policies, adequate budgets and efficient public institutions help build and sustain quality of life and wellbeing.

STRATEGIC OBJECTIVE 3

To ensure family planning and reproductive health becomes drivers of youth leadership for social transformation at scale

- Gender sensitive family planning and reproductive health rights and services form the fulcrum of all social development plans and actions



accountable governance and informed policy makers to inspire a vibrant future. PFI will act as a catalyst, a facilitator to offer compelling evidence based scholarship, thought leadership and convention inform, inspire and initiate actions that will contribute to and strengthen our national plans and priorities. We will realize our mission by building leadership and public accountability, influencing social norms, reframing public discourse and collaborating with national and global initiatives in population studies and family planning. We believe that our mission will significantly contribute to India's commitment to achieving Sustainable Development Goals and FP2020 targets.

OUR VALUES

MUTUAL RESPECT	EQUITY AND JUSTICE
INTEGRITY	WOMEN'S RIGHTS
COURAGE OF CONVICTION	INDEPENDENCE
CORE VALUES	HUMILITY

- Young people, particularly among women, are leading grassroots transformation towards a just and equitable social system

OUR APPROACH

ADVOCACY:

Global thought leadership, high quality evidence-based narratives to inform and inspire law makers for comprehensive family planning and reproductive health policies; shaping family planning discourses within sustainable

BEHAVIOR CHANGE:

Utilize power of technology and new-age media platforms targeted intervention on reproductive health education and gender sensitive behavior, attitudes and practices of the society, particularly young people

ACCOUNTABILITY:

Promote agency of youth, particularly girls and women, within community led participatory governance initiatives to enhance efficiency and accountability of public systems and delivery services