



STATE HEALTH RESOURCE CENTRE RAIPUR

Terms of Reference (ToR) for Administrative Associate

Position Title: Administrative Associate to the Executive Director

Location: Raipur, Chhattisgarh, India

Duration: Full-time [Contract], On-site, initially for one year, extendable based on performance.

Application Deadline: 31.01.2024

Organization Overview:

State Health Resource Centre (SHRC) provides technical support to the Department of Health and Family Welfare, Chhattisgarh with the aim to strengthen public healthcare services in the state. It is an autonomous institution set up in the year 2002. SHRC is involved in implementation of state-wide Community Health Worker Programme. It facilitates and monitors the implementation of Health and Wellness Centres under Comprehensive Primary Healthcare initiatives in rural and urban areas of Chhattisgarh.

Position Overview:

We are seeking a highly organized and proactive Administrative Associate to support the Executive Director in the day-to-day operations and management of the organization. The ideal candidate will have excellent administrative and communication skills, be detail-oriented, and able to work independently in a fast-paced environment.

This position reports directly to the Executive Director, SHRC

Key Responsibilities:

Administrative Support:

Prepare and organize documents, reports, and presentations.

Manage the Executive Director's calendar, scheduling appointments and meetings.

Handle travel arrangements and logistics for the Executive Director.

Communication:

Manage communication with key stakeholders including setting-up appointments with senior officials.

Act as a liaison between the Executive Director and internal/external stakeholders.

Draft and edit correspondence, emails, and other communications as needed.

Office Management:

Maintain office supplies and ensure the office is organized and presentable.

Assist in the coordination of events, workshops, and meetings.

Record Keeping:

Maintain and organize electronic and paper files.

Assist in record-keeping and documentation as required.

Others:

Assist in basic financial tasks, such as expense tracking and invoice processing.

Any other task assigned by the Executive Director, SHRC

Qualifications / Experience:

Education: Master's degree in Business Administration or other Management course or related field.

Experience: 2 or more years of Proven experience in administrative roles, preferably in an NGO or similar setting. Experience of managing executive officers' role would be preferable.

Skills:

Excellent written and verbal communication skills in ENGLISH and Hindi.

Strong organizational and time-management skills.

Good people management skills.

Proficient in MS Office Suite and other relevant software and computer experience

Remuneration: Commensurate with qualifications and experience, with maximum around 35,000 per month.

Terms of Reference (ToR) for Administrative Associate

Position Title: Administrative Associate to the Administrative Section

Location: Raipur, Chhattisgarh, India

Duration: Full-time [Contract], On-site, initially for one year, extendable based on performance.

Application Deadline: 31.01.2024

Position Overview:

We are seeking a highly organized and proactive Administrative Associate to support the Administrative Section in the day-to-day operations and management of the State Health Resource Centre. The ideal candidate will have excellent procurement/ tendering process and Office management, administrative and communication skills, be detail-oriented, and able to work independently in a fast-paced environment.

This position reports directly to the Senior Administrative Coordinator, SHRC.

Key Responsibilities:**Administrative Support:**

Oversee all aspects of procurement/ tendering process and Office management.

Provide support to administrative departments by managing and organizing office procedures

Provide high-quality administrative support

Assist office personnel in scheduling meetings, conferences, and other appointments

Office Management:

Liaising with management and staff regarding administrative matters.

Overseeing the maintenance, repair, and replacement of office equipment and furniture.

To responsible & make arrangement for all general requirement of office.

Record Keeping:

Prepare work order and keeping all office files, records etc.

Assist in record-keeping and documentation as required.

Others:

Any other task assigned by Senior Administrative Coordinator, SHRC

Qualifications / Experience:

Education: Master's degree in Business Administration or other Management course or related field from UGC/ AICTE recognized Institute.

Experience: 3 or more years of Proven experience in excellent procurement/ tendering process and Office management, administrative and communication skills, preferably in an NGO/Government or similar setting.

Skills:

Strong organizational and time-management skills.

Good people management skills.

Excellent written and verbal communication skills in ENGLISH and Hindi.

Proficient in MS Office Suite and other relevant software and computed experience

Remuneration: Commensurate with qualifications and experience, with maximum around 45,000 per month.

Application Process:

Interested candidates are invited to submit their application by filling the form using this below:

GOOGLE FORM LINK: <https://forms.gle/np2RPS9c3jZvLWVA9>

The deadline for applications is **31.01.2024**.

SHRC promotes equal opportunity for all, female, and people from disadvantaged section of society are encouraged to apply.

Note: Only shortlisted candidates will be contacted for selection process. SHRC reserves the right to shortlist based on experience by its Scrutiny Committee.