

Name of the project: Building Capacity for Using Evidence for Tobacco Control: GATS Follow Up Study

Name of the Post: Administrative Assistant

No. of Post: 01

Location: TISS, Mumbai

Duration: Till 31st March 2025

Salary: Rs. 30,000/- per month

Last date of applications: 27th February 2025

Job Description

- Organize and manage workshop-related activities.
- Carrying out the required administrative and logistic operations of the project.
- Handle accounts and financial records.
- Coordinate with vendors and participants.
- Manage schedules and documentation.
- Should be willing to take up tasks apart from those that are specified as per the requirement of the project and carry out additional duties and responsibilities as required from time to time.

Required qualification

- B.Com with 55% marks.
- At least two years of experience in the field of accounts/administration.
- Good computer and management skills.
- Good knowledge of all aspects of administration.

Other Conditions:

- Preference will be given to candidates with work experience. The Institute reserves the right to relax the candidate's qualifications based on work experience.
- The Institute reserves the right to cancel the recruitment without assigning any reason.
- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
- Applications received will be shortlisted; therefore, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for the interview.
- No queries or correspondence regarding the issue of a call letter for online interview/selection of candidates for the post will be entertained at any stage, and canvassing in any form is strictly prohibited and will lead to the

candidate being debarred from consideration for the post.

- The positions are purely contractual, and the appointment contract will be subject to (1) satisfactory appraisal every month and (2) continuation of the project.

Application Procedure

The application should be sent with the updated curriculum vitae via email to gats2followup@gmail.com with the Subject Line: “Application for the post of Administrative Assistant.”

Only shortlisted candidates will be informed and invited for the interview.