



Name of the Post: Admin Assistant & Secretary to Programme Director, Saksham

Location : **Mumbai.**

Duration : **December 2017**

Email : hr.sakshamp@gmail.com

Remuneration CTC : **Rs. 32,000/- to 34,000/- per month.** (Negotiable as per qualification and experience)

Last Date for application: July 14th, 2017.

Saksham which means "Capable" or "Self- reliant" in Sanskrit is a TISS project that implements counseling services for Drug Resistant (DR) TB patients in collaboration with the Mumbai District Tuberculosis (TB) Control Society (MDTCS). The programme supported by the Global Fund for AIDS, TB and Malaria was initiated in August 2014.

Terms of Reference for the position of Admin Assistant & Secretary to Programme Director, Saksham

1. Undertake all ticket and vehicle bookings, process stationery requests, manage the postage and courier of all Saksham outgoing communication, maintaining asset movement register and ensure proper documentation of these functions.
2. Maintain asset and stationery inventory.
3. Ensure and coordinate maintenance and repair of office assets and fixtures.
4. Maintenance of important and confidential documents, files and records for easy communication purposes.
5. Manage Saksham Training hall bookings.
6. Organize venue for all Saksham meetings, training as well as food and refreshments.
7. Assist the Programme Director and DFAM in internal and external communication.
8. Handling all secretarial duties of Programme Director's office
9. Assist the other team members in work and coordination as required for smooth functioning of the programme.
10. Undertake any other task as assigned by the supervisor.

Qualifications:

Graduate/Post graduate in any field

Experience: Minimum 5-6 years of working experience as Personal Assistant/Secretary/Executive & Admin Assistant.

Essential skills and other requirements:

- Knowledge of MS Office: Word, Excel, Power point.
- Should be smart, pleasing personality & Well-groomed
- Should be self-driven, positive-minded & highly energetic
- Excellent written & verbal communication skills.
- Exposure in administration function will be an added advantage
- Should be a self-starter and responsible person with good organizational and co- ordination skills

Application Procedure

Please send the following documents by e-mail to hr.sakshamp@gmail.com along with the following subject line as '**Admin Assistant & Secretary to Programme Director - Saksham**'

1. A Cover Letter
2. Your updated curriculum vitae with your academic record and experience.