



## **India HIV/AIDS Alliance**

*invites talented professionals to consider joining us in New Delhi*

### **Administrative Officer**

(Full-time)

#### **Introduction:**

India HIV/AIDS Alliance (Alliance India) is a diverse partnership that brings together committed organisations and communities to support sustained responses to HIV in India. Complementing the Indian national programme, we work through capacity building, knowledge sharing, technical support and advocacy. Through our network of partners, we support the delivery of effective, innovative, community-based HIV programmes to key populations affected by the epidemic.

Alliance India works through NGO and CBO partners to support efforts that have a sustainable impact on HIV. We place communities at the center and work to ensure that vulnerable and marginalised people are meaningfully involved in all aspects of our response, including sex workers, men who have sex with men, people who inject drugs, transgender individuals, and people living with HIV. Our programming and policy efforts are driven by evidence of what works; quality and accountability are core priorities in our interventions, technical support and grant management.

To learn more about our organisation, please visit our website: [www.allianceindia.org](http://www.allianceindia.org)

#### **Summary of Responsibilities:**

Reporting to Senior Administrative Officer, the Administrative Officer will ensure the efficient functioning of general office operations including procurement, premises & equipment management/maintenance and establishing and managing relevant filing and other administrative systems. S/he will also oversee and manage the logistical support required for Alliance India programme activities, including organising of meetings/workshops. The person will also be responsible for line managing the house keeping staff. S/he will provide support in contract administration for consultants/agencies hired for various professional/technical services by Alliance India from time to time.

#### **Key responsibilities:**

- Responsible for day-to-day office maintenance (both premises & equipment) in a systematic manner and ensure smooth functioning of office.
- Manage the Office Assistant-cum-House Keeping staff and ensure that cleanliness and maintenance services of the office premises are carried out in a systematic manner.
- Manage the maintenance schedules for all major office equipment and services including air-conditioning systems, IT equipment, photocopiers, fax, security services, etc through annual maintenance contracts.
- Manage the procurement of equipment/services and also regular office consumables like office stationery items, kitchen consumables, etc. in a timely manner and following the procurement policy ensuring value for money.
- Ensure vetting and processing of regular utility bills like electricity, water, telephone, etc. and other regular office consumables bills in a timely manner.
- Maintain and regularly update the database for vendors and suppliers.
- Support the Senior Administrative Officer in managing the contracting procedures for engaging consultants for various requirements.
- Provide support to Senior Administrative officer in the selection process and further coordination with agencies selected for printing works including printing of regular consumables, publications, etc.
- Responsible for managing the petty cash requirements for regular office expenditures and ensure timely settlement of petty cash account with finance team.
- In coordination with respective team assistants provide support in organising and managing the meeting/workshops.
- Support the Senior Administrative Officer in maintaining asset management system in the organisation and be responsible for keeping the asset register in an up-to-date manner.
- Develop and maintain electronic user-friendly filing systems relating to office administration - including the development and maintenance of databases and mailing lists for contacts and dissemination purposes, in conjunction with staff from the Programme department.
- Strictly follow the organisational work plan and individual activity plan; ensuring adherence to quality and timeliness of the deliverables.

- Maintain good relations with Alliance India staff and other external parties in a manner appropriate to the function.
- Complement the activities of the other departments within the team and provide support wherever required.
- Lead the team, through continuous encouragement, setting clear work /activity plans and close monitoring on the quality aspects of the deliverability through a lead by example approach.
- Undertake other responsibilities not outlined above which are commensurate with a role of this nature in the charitable sector and which have been discussed and agreed between the line manager and the post holder.

## **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

### **Qualifications/Education:**

- Minimum Bachelor's Degree in any stream

### **Experience:**

- At least 4 to 6 years' experience in general office administration preferably within the development sector.
- Sound knowledge and/or experience in vendor management.
- Practical knowledge of managing procurements of various goods and services and excellent negotiation skills.

### **Personal qualities/skills:**

- Proven multi-tasking skills and ability to perform and excel under pressure.
- Excellent administrative, organisational and planning skills with attention to detail.
- Strong inter-personal skills.
- Demonstrated ability to use judgement, diplomacy and discretion.
- Self-starter with the ability to work effectively in a team as well as independently
- Excellent computing skills, especially Microsoft Office including Outlook
- Excellent writing and verbal communication skills.
- Fluent in English and Hindi
- Ability and willingness to undertake travel within India (about 10% of time)

### **Desirable qualities/experience/skills:**

- Post-Graduation/MBA in pertinent streams as qualification will be an added advantage
- Good understanding of development issues and the HIV epidemic(s) in India.
- Knowledge of other Indian regional language(s).

*The position requires a strong commitment to HIV/AIDS and sexual and reproductive health and NGO activities in India, and a strong interest in and understanding the relevant issues.*

***Alliance India** is an equal opportunity employer. Applications are welcomed and encouraged from people most affected and living with HIV.*

*As a matter of policy, **Alliance India** operates rigorous recruitment and selection procedures and checks.*

The compensation package would be commensurate with qualifications and experience and previous salary history. Interested candidates meeting the above criteria are requested to submit their application along with a covering note to [recruit@allianceindia.org](mailto:recruit@allianceindia.org) before the closing date.

Please indicate the title of the post applied for on the subject line of your e-mail. Definitely mention your current pay details in the covering note.

### **India HIV/AIDS Alliance**

6 Community Center, Zamrudpur, Kailash Colony Extension  
New Delhi – 110 048  
Tel: (011) 4536 7700  
Email: [recruit@allianceindia.org](mailto:recruit@allianceindia.org)  
Website: [www.allianceindia.org](http://www.allianceindia.org)

Closing date for receipt of complete applications: Thursday, 30<sup>th</sup> June 2022

Please note that we will not be able to notify all applicants. Only short listed candidates will be notified about the interview date.