

India HIV/AIDS Alliance

invites talented professionals to consider joining our team

Associate: Travel & Event Logistics

(Location: New Delhi)

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

Summary of Key Responsibilities:

Under guidance of Senior Administrative Officer, Associate: Travel & Event Logistics will be responsible to coordinate entire travel arrangements for staff and consultants of Alliance India. The Associate will take a lead role in coordination of logistics arrangements related to various organisational events and training programmes which are being organised by Alliance India under our various programmes.

In addition to this, the person will also support the Chief Executive and ensure that the work of the Chief Executive's office is carried out effectively and efficiently through providing administrative support, special project support, preparation of relevant documents, presentations, and briefing materials for external meetings. S/he will also work closely with other Alliance India team members in the preparation of relevant documents and information material, which showcases the work of Alliance India.

Key Responsibilities:

- Coordination of routine travel logistics management of Alliance India staff and consultants including ticket bookings – air/rail and road, arrangement of hotel accommodation, etc. strictly adhering to travel policy of organisation.
- Responsible in coordinating and making logistics arrangements for all capacity building programmes/events which are being organised by Alliance India.
- Coordinate visa formalities and other logistics arrangements for all overseas travel of Alliance India staff.
- Provide administrative support to senior management team by facilitating logistics arrangements for their travels.
- Liaison with local and international consultants for logistics arrangements for their visits, workshops, meetings, etc.
- Coordination in preparation of and maintaining documentation of all logistics arrangements in line with administrative policies and procedures of organisation.
- Coordinate and support empanelment of hotels and venues for Alliance India.

- Responsible to review and finalise routine bills/invoices related to travel & such logistics for payment ensuring timely release of all payments.
- To ensure that training/meeting venues, equipment, catering arrangements and other requirements are booked or cancelled in advance.
- Coordinate with Finance & Accounting team members for timely settlement of accounts related to travel agents, training programmes/events, and other such bills related to regular office expenses, etc.
- Maintain database of hotels, venues at all locations where the projects are implemented
- Strictly follow the organisational work plan and individual activity plan; ensuring adherence to quality and timeliness of the deliverables.
- Undertake other responsibilities not outlined above which are commensurate with role of this nature in the charitable sector and which have been discussed and agreed between the line manager and post holder.
- Suggest innovative approaches for ticket bookings and other logistics arrangements.
- To ensure that the day-to-day activities in the Chief Executive's office are carried out in an efficient manner with minimum supervision, which includes but not limited to, managing and organising meeting schedules/appointments, using Outlook and personal diaries, managing routine correspondences particularly during when the Chief Executive is away from office.
- Effective co-ordination with various departments for the timely completion of tasks assigned by the Chief Executive to respective teams.
- In co-ordination with Administration team, take care of the entire logistics arrangements for the Chief Executive's in-country and overseas travels.
- Attend regular office meetings and other staff-related meetings that the Chief Executive may assign or as required and produce/circulate documentation on the proceedings to the relevant team members.
- Develop and maintain a good filing system for the Chief Executive's office ensuring the confidentiality of the documents.
- Co-ordinate with other team members and gather regular internal and external updates on various programmes; and provide support to Senior Management team in the preparation of management reports, reports to Board of Trustees, etc.
- Prepared to work outside the office hours and on holidays for coordination of last minute or urgent bookings.

Strictly follow the organisational work plan and individual activity plan and proactively contribute to the achievement of the strategic directions of the organisation; ensuring adherence to quality and timeliness of the deliverables

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualifications/Education:

- Bachelor's degree (Honours level) in any stream

Experience:

- 3 to 4 years' experience of working in Administration department
- Proven experience in logistics arrangements for domestic and international travels.
- Hands on experience in travel management and managing logistics for workshops, events, etc.
- Experience working with senior management team members.

Personal qualities/skills:

- Excellent network and understanding of dealing with hotel industry
- Confident and well-organised self-starter with the ability to work effectively on their own and with minimal supervision.
- Excellent administrative and planning skills with attention to detail.
- Excellent writing and verbal communication skills.
- Excellent inter-personal skills with a demonstrated ability to use judgment, initiative, tact and discretion, as appropriate.
- Ability to work effectively in teams as well as independently.
- High level of competency in computing, especially Microsoft Office (Word, Outlook, PowerPoint & Excel)
- Fluent in English and Hindi
- Ability and willingness to undertake travel within India.

Desirable qualities/experience/skills:

- Basic understanding of development issues and the HIV epidemic in India.
- Experience in working with travel/event management organisations will be an added advantage
- Experience of working at state or national levels in the NGO and/or government sector

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 by the epidemic and living with HIV.*

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

Compensation package will commensurate with experience. Interested candidates meeting the above criteria are requested to submit their application along with a covering note to recruit@allianceindia.org before the closing date. Please indicate the title of the post applied for on the subject line of your e-mail. Mention your current salary details in the covering note.

India HIV/AIDS Alliance

6 Community Centre, Zamrudpur, Kailash Colony Extension, New Delhi – 110 048

Tel: (011) 4536 7700

Email: recruit@allianceindia.org

Website: www.allianceindia.org

Closing date for receipt of complete applications: 20th August 2022.

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