

## **India HIV/AIDS Alliance**

*invites talented professionals to join our team in Delhi*

### **Senior Administrative Officer**

(Full time)

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)

#### **Key Responsibilities:**

The Senior Administrative Officer will ensure the efficient operation of Alliance India, including the development and management of essential administrative systems and general office operations, including premise & equipment management and maintenance and IT. S/he will ensure the effective functioning of the organisation's procurement and contract administration, including for consultants hired for various professional/technical services by Alliance India. S/he will also oversee the logistical support required for Alliance India programme activities, including organising meetings/workshops/visits and travel for staff, visitors & consultants. The Senior Administrative Officer will be responsible for managing a team, taking autonomous responsibility for the results of his/her team.

The person will be mainly responsible for the following:

- Manage the day-to-day administrative-related matters of the office systematically and ensure smooth functioning.
- Liaise with the landlord on issues relating to the maintenance and upkeep of the office premises.
- Responsible for the management and follow-up of premises, including identification of new office property/renovation of the existing office property when necessary.
- Ensure that quality products and services are procured as per the procurement guidelines of Alliance India within the prescribed timeline and ensure value for money.
- Develop and ensure implementation of maintenance schedules for all central office equipment and services, including air-conditioning systems, IT equipment, photocopiers, fax, security services, etc.
- Ensure timely payment of utility bills and other office-related bills.
- Carry out timely procurement of various equipment and related contractual services, including maintenance services for the Alliance India office.
- Manage the insurance process for office equipment/property and staff by tracking when renewals are due, issuing reminders and other documentation, and following up as necessary.
- Manage various consultant contracts and provide inputs to team members in the preparation of requests for proposals and ensuring the consultants are selected as per the procedures outlined in the procurement of services.
- In coordination with the rest of the administration team members, ensure that cleanliness and maintenance services of the office premises are carried out systematically.
- In coordination with the Administrative Associate, oversee the procurement of regular office supplies through effective systems and procedures, ensure that quality items are procured at the lowest possible price, monitor utilisation, and ensure minimum wastage.
- In coordination with the Administrative Associate/Officer, support organising conferences/workshops, including obtaining quotations and making arrangements at venues.
- Maintain the asset management system in the organisation and be responsible for keeping the asset register up to date.
- In coordination with the Administrative Associate, manage transportation requirements for Alliance India staff, visitors, and consultants, including managing and negotiating with travel companies to ensure value and efficiency.

- In coordination with the Administrative Associate, develop and maintain electronic user-friendly filing systems relating to office administration
- Support in developing and maintaining databases and mailing lists for contacts and dissemination purposes in coordination with staff from the programme department.
- In coordination with the Administrative Associate, oversee all arrangements for facilitating travel and accommodation within India and overseas for Alliance India staff, visitors and consultants and ensure adherence to Alliance India travel policy.
- Provide support for preparing and distributing Alliance India programme documents to external parties and stakeholders.
- In coordination with the Communications team, oversee procurement and delivery of printing needs of Alliance India.
- Follow organisational work plans and schedules to ensure the quality and timeliness of deliverables.
- Maintain good relations with India HIV/AIDS Alliance staff and all external parties and stakeholders in a manner appropriate to the function.
- Lead the administrative team through continuous encouragement, precise goal setting, achievable work /activity plans, and monitoring quality and timeliness.
- Complement the activities of the other departments within the team and provide support when required.
- Any other activities or responsibilities as the organisation decides, which are not included here, but commensurate with a role of similar nature.

**Essential requirements:**

- Bachelor's Degree (honours level) and at least 6 to 8 years of experience working in office administration
- Sound knowledge and experience in vendor management and negotiation
- Excellent writing and verbal communication skills
- A multi-tasker with excellent administrative, organisational, and planning skills with attention to detail
- Strong interpersonal 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
- Ability and willingness to undertake travel within India (about 10% of time)
- Strong commitment to HIV/AIDS and sexual and reproductive health
- Enthusiasm for employment in a dynamic and diverse organisation
- Fluent in English and Hindi

**Desirable qualities/experience/skills:**

- Post-graduation in any stream or professional management degree.
- Basic understanding of development issues and the HIV epidemic in India
- Experience working at state or national levels in the NGO sector

*The position requires a solid 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 by people most affected and living with HIV. Women candidates are also encouraged to apply for the position.*

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

The compensation package will be commensurate with qualification and experience. Interested candidates meeting the above criteria are requested to submit their application and a cover note to [recruit@allianceindia.org](mailto:recruit@allianceindia.org) before the closing date.

**Interested candidates are urged to apply immediately. Due to the urgency of the requirement, interviews are likely to be initiated with promising candidates even before the closing date of receiving applications.**

Please indicate the title of the post applied for in the subject line of your e-mail. Definitely mention your current pay details in the cover 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: 20<sup>th</sup> November 2022

Please note that we will not be able to notify all applicants. Only shortlisted candidates will be informed about the interview date.