

## India HIV/AIDS Alliance

*invites talented professionals to consider joining our team in New Delhi*

### **Senior/Associate: Travel & Event Logistics**

(Full-time)

#### **About Alliance India:**

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 sustainably impact 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.

**We are certified as a “Great Place to Work” a coveted certification that endorses and promotes a high-trust, high-performance work culture.**

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

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

The Associate: Travel & Event Logistics will be responsible for coordinating entire travel arrangements for staff and consultants of Alliance India in their assigned programme area. The Associate will take a lead role in the coordination of logistics arrangements related to various organisational events and training programmes which are being organised by Alliance India under our various programmes. S/he will also coordinate assisting in all liaisoning and coordination with relevant stakeholders for the training, meetings, workshops, and other capacity-building programmes. She/he will work closely with the administration team on several shared responsibilities within the larger administration team and also provide backup support in their absence.

#### **Key responsibilities of the position are outlined below:**

- 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 the organisation’s travel policy.
- Responsible for coordinating and making logistics arrangements for all capacity-building programmes/events organised by Alliance India.
- 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 the organisation.
- Responsible for reviewing and finalising routine bills/invoices related to travel & such logistics for payment, ensuring timely release of all payments.
- 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.
- As and when requested, provide overall support in managing the procurement-related requirements in the programme.
- Support in managing the assets register routine verification of assets and its regular updating.
- Develop and maintain a good filing system in the area of responsibility.
- Provide overall support to the administration team in routine administrative-related matters.
- Uphold the mission/vision and values of Alliance India and work within its equal opportunities framework, demonstrating the behaviours and competencies appropriate for the position.

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

***We are looking for a self-starter who works independently with excellent skills in prioritizing tasks and their completion in a timebound manner. The suitable candidate should have hands-on experience in travel & event logistics management. Previous experience in managing routine office administration and procurement-related tasks will also be an advantage.***

### **Qualifications/Education:**

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

### **Experience:**

- 3 to 4 years' experience working in the Administration department.
- Proven experience in logistics arrangements for domestic and international travels.
- Hands-on experience in travel management and logistics for workshops, events, etc.
- Excellent network and understanding of dealing with the hotel industry.
- Good working experience in Microsoft Office (Word, Outlook, PowerPoint & Excel)

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

- Confident and well-organised self-starter who can work effectively and with minimal supervision.
- Excellent administrative and planning skills with attention to detail.
- Excellent negotiation and convincing skills.
- Excellent writing and verbal communication skills.
- Excellent interpersonal skills with a demonstrated ability to use judgment, initiative, tact, and discretion, as appropriate.
- Ability to work effectively in teams as well as independently.
- Fluent in English and Hindi

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

- Basic understanding of development issues and the HIV epidemic in India.
- Experience in working with travel/event management organisations.
- Experience 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 of the relevant issues.*

***Alliance India*** is an equal-opportunity employer. Applications are welcomed and encouraged by people most affected by the epidemic and living with HIV and the members of the key population we work for.

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 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 in the subject line of your e-mail. Definitely mention your current payment 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: 28<sup>th</sup> May 2023. However, due to the urgency of recruitment, applications will be considered on a rolling basis.

Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about subsequent selection procedures. Canvassing in any form shall be considered a disqualification in the recruitment process.