

India HIV/AIDS Alliance

invites talented professionals to consider joining our team in New Delhi

Associate: Administration

(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.

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

Summar of Responsibilities:

Under the guidance of the Senior Administrative Officer, the Administrative Associate will be responsible for supporting the effective management of administrative systems and general office operations. This includes coordinating travel and logistics arrangements for Alliance India staff and consultants to facilitate program implementation.

Additionally, the Administrative Associate will support the Chief Executive, ensuring the efficient operation of the Chief Executive's office. Key responsibilities include providing administrative assistance, supporting special projects, and preparing essential documents, presentations, and briefing materials for external meetings.

Key responsibilities of the position are outlined below:

- Support in ensuring the smooth day-to-day functioning of the office by effectively managing resources and supplies.
- Monitor and maintain inventory levels to avoid shortages, ensuring uninterrupted office operations.
- Plan and organize meetings, events, and conferences, including booking meeting rooms and arranging refreshments as needed.
- Coordinate logistics to ensure all events run seamlessly, meeting the organization's standards quality and efficiency.
- Manage vendor relationships to ensure the timely availability of office and program supplies in line with organizational policies.
- Conduct annual vendor validation, maintain a comprehensive vendor database, and evaluate vendors post-delivery of goods or services.
- Support procurement processes, ensuring thorough documentation from the initiation of purchase requests to vendor payments after satisfactory delivery of goods and services.
- Manage administrative budgets, track expenses, and process invoices.
- Support in preparing and completing expense reports to facilitate transparent financial tracking and reporting.
- Manage the inward register of courier packets, payments and advance requests and share it with finance and accounting team for further payments.

- Arrange travel and accommodation for staff, consultants, and board members, adhering strictly to the organization's travel policy.
- Manage travel logistics, including ticket bookings (air, rail, road), visa formalities, and accommodations for both domestic and international trips.
- Oversee logistics for national and international visitors, ensuring a positive and well-organized experience.
- Maintain insurance and AMC records for all office assets and services, ensuring timely renewals.
- Update and manage the fixed asset register, conducting physical verifications at least once a year.
- Verify bills for goods and services received and submit them to the finance team for timely payment processing.
- Coordinate with the Finance & Accounting team to settle accounts related to travel agents, training programs, events, and regular office expenses.
- Assist the line manager in ensuring office cleanliness, maintenance of equipment, and coordination with the administrative team.
- Provide back-up administrative support in the absence of line manager. .
- Manage the Chief Executive's calendar, appointments, and associated office operations.
- Perform clerical and administrative tasks, such as receiving calls and ensuring office supplies for the Chief Executive.
- Handle incoming and outgoing communications, including emails, phone calls, and correspondence for the Chief Executive and the organization.
- Ensure efficient operations in the Chief Executive's office, even in their absence, by managing routine correspondences and coordinating with other teams.
- Support in organising and scheduling Board meetings, including preparing agendas, logistics, and travel arrangements for Board members.
- Collaborate with various departments to ensure the timely completion of tasks assigned by the Chief Executive.
- Attend office and staff-related meetings, documenting and circulating proceedings to relevant team members.
- Work with the IT Officer to ensure the email servers are operational and data backups are conducted regularly.
- Follow the organizational work plan and individual activity plan, ensuring deliverables are completed with quality and on time.
- 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 with the ability to work independently with excellent skills in prioritizing tasks and their completion in a timebound manner. The suitable candidate should have hands-on experience in office administration and logistics management-related tasks. Previous experience in providing executive support to senior management team members will also be an added advantage.

Qualifications/Education

- Bachelor's degree in any discipline.

Experience

- 3–4 years of experience in administrative roles.
- Proven expertise in office management, travel management and event coordination.
- Practical experience in preparing cash flow statements, budgeting, and expense control.
- Experience working directly with senior management teams.

Personal Qualities/Skills

- Confident and well-organized self-starter with the ability to work independently and with minimal supervision.
- Strong administrative and planning skills, with a keen attention to detail.
- Excellent written and verbal communication skills.

- Outstanding interpersonal skills, demonstrating judgment, initiative, tact, and discretion as required.
- Ability to collaborate effectively in teams as well as work autonomously.
- High proficiency in Microsoft Office applications, including Word, Outlook, PowerPoint, and Excel.
- Fluency in English and Hindi.
- Willingness and ability to travel within India.

Desirable Qualities/Experience/Skills

- Basic understanding of development issues and the HIV epidemic in India.
- Experience working with travel or event management organisations is advantageous.
- Previous experience at the state or national level NGOs.

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 and living with HIV and also from the members of the communities we serve.*

*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 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 salary details in the covering note.

Closing date for receipt of complete applications: 6th February 2025

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