

ToR for the post of 'Office Management Assistant'

Essential Qualification:

Graduate in any disciplinary from a Govt. recognized University and Post Graduate in any disciplinary is preferable.

Experience:

Advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email, along with minimum 4 (four) years of experience in any World Bank funded projects/ Externally aided projects or similar Govt. of India funded projects.

Competencies Required:

- Strong conceptual, analytical skills with clarity of thought process and problems
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey needs

Key Job Responsibilities:

The Office Management Assistant will be under the overall command of the SPD and ASPD of AIWTDS, and depending on the requirement he/she may be assigned to work under any wing. The Office Management Assistant will be required to provide assistance in the following areas:

- a. Provide administrative support including front office management, errands, office
- b. Provide support for day-to-day project correspondence, information sharing and filing ensuring that appropriate actions are taken.
- c. Assist in operational backstopping of AIWTDS by ensuring timely provision of support
- d. Maintain a schedule of planned meetings and attend to routine correspondence
- e. Provide filing services, archiving and offer circulation of mail intra/inter office, and
- f. Work with the relevant officers on arrangement of workshops/meetings material
- g. Assist in preparation of evaluation reports, annual project reports, and update project
- h. Assist in collection and analysis of data, prepare and update briefs, records and
- i. Prepare minutes of the meetings;
- j. Any other official responsibilities as assigned by the SPD and ASPD.

Remuneration:

Consolidated Remuneration will be up to Rs. 50,000/- per month or 20% hike on the existing remuneration whichever is less. Depending on qualification,

experience and competency of the candidate, the salary is negotiable. Remuneration payable will be determined as per HR Policy of AIWTDS.

Period of Service:

The contract shall be initially till 31-12-2025 with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.