

**Position Name:** Administrative & HR Officer

**Position Code:** IRADe/2016/AO

**Location:** New Delhi

**Organization Name:** Integrated Research for Action & Development (IRADe)

**Organization Profile:** IRADe is a reputed institute, which conducts multidisciplinary research, policy analysis, action programmes in the field and training in energy, environment and sustainable development. Established in 2002, the institute has collaborators and projects with well-known international and national organizations, various ministries, public and private sector. To know about IRADe log on to [www.irade.org](http://www.irade.org).

**Job Description / Responsibilities:**

Key responsibilities include:

**Administrative Works**

- To maintain attendance and leave record of staff
- Daily support in managing the office, handling various administrative activities and ensuring follow up.
- To coordinate with the vendor for IRADe website update and official email ID for new staff.
- To arrange procurement of all requisitioned items/services as per IRADe procurement policy and to maintain all the requisitions, quotations, approvals properly and orderly in the file.
- To maintain of Asset Register/Stock Register.
- To maintain of file of Group Health Insurance of staff. Regularly update staff exclusion/inclusion
- To support all employees in the Administration related tasks and any other task assigned by the line manager.
- To assist in logistics coordination, hotel booking, etc. for workshops/seminars.
- To verify bills of vehicles hired for Chairman and PD.
- To verify all telephone, electricity bills.
- To track timely renewal of all AMCs.
- To maintain file of Monthly Progress Report (MPR) and Time Sheets properly as per project requirement.
- Liaison with finance to monitor clearance of advance, bill settlement and payments.

**HR Management**

- Recruitments & maintaining staff files
- To complete joining formalities of the new staff
- To ensure basic needs of new staff, like Table, Computer, etc.

- Any other assignments, instructed by ED/Line Manager,

**Personal Profile and Skills Required**

- Graduate/Post Graduate in any stream
- Must have atleast three years of experience in similar role.
- Must have excellent communication & interpersonal skills with professional etiquettes.
- Must have good knowledge in MS Office, Excel, internet etc.

**Remuneration:** Commensurate with ability and experience

Last date for receipt of applications is 29.07.2016. Interested and eligible candidates may apply with detailed CV and two professional references at – [jobs@irade.org](mailto:jobs@irade.org) by indicating position Code: **IRADe/2016/PA** as subject.