

**Position Name:** Program Assistant

**Position Code:** IRADe/2017/PA

**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:**

Program Assistant (PA) is expected to handle aspects of research administration including follow up with donors, researchers and administrative staff, on behalf of Executive Director, to facilitate timely completion of tasks. Key responsibilities include-

- Managing Publications, Annual Report
- Liasoning with Institutional contacts and widening it.
- Writing, editing and collecting data from staff for annual report, newsletters, brochures, pamphlets, case studies, press releases and event reports.
- Works with Senior Management Team to coordinate work activities and provide support where needed.
- Knowledge management, archival and promotional activities.
- Responding to phone call, emails, enquiries and handling them as required on behalf of Executive Director.

**Personal Profile and Skills Required:**

- Graduate /Post graduate in any stream
- Must have at least three to five years of experience in similar role.
- Must have excellent communication & interpersonal skills with professional etiquettes.
- Must have good knowledge in MS Office, Excel and internet etc.
- Familiar with IT.

**Remuneration:** Commensurate with ability and experience

Last date for receipt of applications is \_\_\_\_\_. 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/2017/PA** as subject.