

Position Name: Programme Administrator

Position Code: IRADe/2019/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.

Job Description / Responsibilities:

Communication Specialist is a middle management position expected to handle and to facilitate timely completion of tasks. Key responsibilities include-

- 1) Responsible for Human Resource Management including recruitments, selection process and finalization of contracts. Understanding of Energy system in India and South Asia.
- 2) Responsible for drafting of Terms of Reference for short term consultants and management of the consultant contracts.
- 3) Responsible for finalizing and floating of EOIs, RFPs and related processes and negotiations.
- 4) Responsible for Procurements – product and service procurements for the project, formation of procurement committee, managing procurement process and supervising the documentation process.
- 5) To update HR & Finance Policies, internal control systems and their implementation and recommend measures to strengthen them.
- 6) To finalise administrative & Finance inputs for Quarterly Progress Reports, Annual Work Plan
- 7) To support submission of monthly advance request and budgeting exercises.
- 8) Facilitate communication with project stakeholders, co-ordination and organisation of events and workshops.
- 9) Ensure that financial and administrative management is effectively conducted including managing costs to budget, developing and monitoring policies, systems and processes for recruitment, procurement, information technology, financial reporting, logistics and other related areas.
- 10) To support the annual planning and budgeting for the SARI secretariat in collaboration with Project Director and Finance Head.
- 11) To meet the target as per annual work plan.
- 12) Any other assignments based on the requirement for success of the SARI/EI program
- 13) To supervise IT functions of IRADe

Personal Profile and Skills Required:

- MBA/CA from a premier institute
- At least ten years of experience in similar role preferably with international development agencies.
- Excellent communication & interpersonal skills with professional etiquettes.
- Event management experience.
- Sense of self discipline, honesty and even temperament.
- High sense of responsibility.
- Hard working with commitment of achievement.
- Good knowledge in MS-Office, Excel, Power point, internet etc.

Remuneration: Commensurate with ability and experience

Note: Candidates should indicate **last drawn salary** and **writing samples** in their application.

Last date for receipt of applications is **30.04.2019**. Interested and eligible candidates may apply with detailed **CV with recent photograph** and two professional references at – jobs@irade.org by indicating position Code: **IRADe/2019/PA** as subject.