

Job Title: Administrative Officer (**Job code:** IRADe/2019/AO)

Number of Positions: One

Location: New Delhi (Malviya Nagar)

Experience: 5 years

Email ID to send the applications: jobs@irade.org

date to apply: 31th October, 2019

About IRADe

Integrated Research for Action for Development (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 organisations, various ministries, public and private sectors. IRADe is currently implementing several initiatives across the country in partnership with leading international and multilateral agencies.

To know about IRADe log on to www.irade.org

Essential Qualification:

- Graduate/Post Graduate in any stream.
- Must have good knowledge in MS Office, Excel, Internet etc.

Desirable:

- Must have at least 3 years of experience in similar role preferably with international agencies.
- Good English communication skills, interpersonal skills with professional etiquettes.

Job Responsibilities:

- 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 & official email id for new staff.
- Procurement of all requisitioned products/services as per IRADe policy and to maintain all the requisitions, quotations, approvals properly and orderly in the file.
- Maintaining of Stock Register.
- Maintaining of file of Group Health Insurance of staff
- Support all employees in the Administration related tasks and any other task assigned by the line manager.
- Complete joining formalities of the staff.
- Ensure basic needs of new staff, like Table, Computer, etc.
- Keep track on all warranty, guarantee and insurance details for all assets, equipment, vehicles and estate management.
- To assist in Logistics coordination, hotel booking etc. for workshops/seminars.
- To take data backup of every staff computer on monthly basis.
- To maintain all administrative and project based records, Asset Register, files, folders and documents in an accurate and orderly manner.
- To keep track of taxi hired for Chairman and Project Director.

- To verify taxi bills as per contract.
- To arrange taxi for staff for official duty as & when required.
- To maintain file of MPR and Time sheets properly as per project requirement.
- To circulate the ED's comments on MPR to the staff.
- Liaison with finance department to monitor clearance of advance, bill settlement and payments.

Remuneration: Will be commensurate with experience and expertise.

How to Apply:

Please apply to jparikh@irade.org & jobs@irade.org with the following:

- Brief and detailed c.v.
- Current salary per year
- Names and contact details (telephone and email) of two references.

Please do NOT enclose certificates at this stage.

Enclose only a few relevant publications and a full list.

Interested and eligible candidates may apply before **31.10.2019** with detailed CV writing samples and two professional references, current salary by indicating position Code: IRADe/2019/AO at ed@irade.org.