Position Name: Program Assistant

Position Code: IRADe/2019/PA

Location: New Delhi

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

Organisation 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:

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 comletion of tasks. Key responsibilities include-

- Draft presentations, reports and documents for internal and external use.
- Initial drafts of letters and other documents based on information collected/provided
- Data Management like maintaining records of agreements, letters, important data, and preparing presentations
- Responsible for providing secretarial & administrative support to the senior management as required.
- Writing and editing annual report, newsletters, brochures, pamphlets, case studies, press releases and event reports.
- Maintaining diary and making appointments
- Responding to phone calls, e-mails; enquiries and handling them as required on behalf of Executive Director.
- Handling HR, admin purchase, organising meetings and conferences.
- Performs other related duties in accordance with instructions from Executive Director.

Personal Profile and Skills Required:

- Graduate /Post graduate in any stream
- At least five 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, outlook, internet etc.

Remuneration: Commensurate with ability and experience

Last date for receipt of applications is 30th April, 2019. Interested and eligible candidates may apply with detailed CV, last drawn salary and two professional references at – jobs@irade.org by indicating position Code**: IRADe/2019/PA** as subject.