

ToR for the post of 'Office Management Assistant'**Essential Qualification:**

Graduate/ Post Graduate (from a Govt. recognized University)

Experience:

Advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email, along with minimum 4 (four) years of experience in any World Bank funded projects/ Externally aided projects or similar Govt. of India funded projects.

Competencies Required:

- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.

Key Job Responsibilities:

The Office Management Assistant will be under the overall command of the ASPD of AIWTDS, and depending on the requirement he/she may be assigned to work under any wing. The Office Management Assistant will be required to provide assistance in the following areas:

- a. Provide administrative support including front office management, errands, office clerical duties, office logistics and organization hospitality;
- b. Provide support for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- c. Assist in operational backstopping of AIWTDS by ensuring timely provision of suitable inputs such as equipment, stationary, office consumables, transportation (if any) and other utilities required;
- d. Maintain a schedule of planned meetings and attend to routine correspondence and support administrative functions;

- e. Provide filing services, archiving and offer circulation of mail intra/inter office, arrange storage and systematize project documentation;
- f. Work with the relevant officers on arrangement of workshops/meetings materials;
- g. Assist in preparation of evaluation reports, annual project reports, and update projects files
- h. Assist in collection and analysis of data, prepare and update briefs, records and other documents on project implementation;
- i. Prepare minutes of the meetings;
- j. Any other official responsibilities as assigned by the SPD and ASPD.

Remuneration:

Consolidated Remuneration will be in the range of Rs. 35,000/- to Rs. 50,000/- per month or 30% hike on the existing remuneration whichever is less.

Period of Service:

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.