

Indian Red Cross Society
National Headquarters

Engagement of young professionals at Indian Red Cross Society National Headquarters, New Delhi.

Indian Red Cross Society (IRCS) was established under the Parliament Act XV of 1920. It is the largest statutory humanitarian organization that works as auxiliary to the Government and Armed Forces Medical services. It contributes to saving lives, protecting livelihoods, provides relief in times of disasters & other emergencies runs medical facilities and blood services and other welfare activities in the country. The Hon'ble President of India is the President of the Society and the Hon'ble Union Minister for Health & Family Welfare, Govt. of India is the Chairman of the Society.

IRCS is inviting applications in the prescribed proforma from eligible professionals in fields such as Personnel and Administration (HR), Civil Engineer / Estate management, Project Planning and Execution, Legal matters (including handling of RTIs), Disaster Management, Resource mobilization, International Desk etc.

Application in the given format should be sent to The Secretary General, Indian Red Cross Society, 1, Red Cross Road, New Delhi-110001. Application with CV may also sent through email on venik@indianredcross.org

The last date for receiving applications is 30 days from the issue of the advertisement.

IRCS NHQ is looking forward to recruit young professional for its routine and project work in Delhi with opportunity to travel within the country. The eligibility conditions for the young professional to be considered are as follows.

Eligibility Conditions and Job Profile for the Young Professionals to be inducted on need base in IRCS, NHQ, 1-Red Cross Road, New Delhi-110001

General Conditions:

- a. The positions are temporary, contractual, and based on need.
- b. The appointment shall be initially for one year, which could be extended further based on performance, with mutual consent, for a further period of up to 5 years .
- c. The applicant should not be more than 50 years of age, as on 1st January 2024.
- d. The age requirement shall not be applicable to the serving officers of IRCS, both at the National Headquarters and State/UT branches.

Eligibility Conditions:

- a. The incumbent should be a graduate in any discipline. However, preference may be given to MBA's/CAs/Law Graduates/Engineering Graduates and Post-graduate diploma or equivalent certificate / degree holders.
- b. A minimum of 5 years' experience preferably in the development sector or as consultants working in Govt of India/PSU's, Autonomous Bodies.
- c. Fluency in English and Hindi, both verbal and written, is essential.
- d. As IRCS is a part of the world's largest Humanitarian Network, persons wishing to contribute to the causes that IRCS espouses for are encouraged to apply.

Remuneration and other perks:

- a. Remuneration will be commensurate with age, experience and the current emoluments drawn by the applicant in the range of Rs.50,000/- to Rs.65,000/- pm.
- b. The selected candidate may be entitled to unfurnished accommodation in IRCS quarters in New Delhi as per availability, on payment of the appropriate license fee / or rates to be fixed by the appropriate authority.

Expectation from applicants:

- a. Candidates with expertise, experience and inclination in the following fields may apply by mentioning the area(s) for which they would like to be considered:
 1. Personnel and Administration (HR)
 2. Civil Engineer / Estate management
 3. Project Planning and Execution
 4. Legal matters, including handling of RTIs.
 5. Disaster Management
 6. Resource mobilization
 7. International Desk
- b. Tec savvy to deal with the subjects mentioned above.
- c. Good mannerism and a team player.
- d. Willingness to work beyond office hours and on holidays, weekends when needed.
- e. The salary shall be inclusive of everything and no additional perks unless approved shall be paid.
- f. IRCS, being a member of the global Red Cross network, shall give equal opportunity of all category of applicants and there shall be no discrimination on the basis of caste, colour, sex etc.
- g. The job may require traveling at times, hence medically fit candidates shall be preferred.

- h. The position also requires expertise to analyse, scrutinize and authorize all kinds of financial matters, including project finance/disbursements at the IRCS, NHQ.
- i. The incumbent has to interact with various government ministries and correspond with them on different matters such as health & blood services, disaster management activities, disability services, emergencies caused due to disasters (including wars and internal strife), relief and donation coordination with National and International donors and partners.
- j. Prepare presentation & documentation and participate in National / International meetings in which he/she is deputed to represent IRCS.
- k. The consultant/officer should be equipped and willing to work all by himself in times of need.
- l. The incumbent should be innovative to suggest new ideas for the strengthening of the existing project and develop new projects.
- m. The incumbent shall provide ideas and oversee Fund Raising, Revenue Generation, Membership, developing Junior & Youth Red Cross & Volunteering.
- n. The incumbent will also be called on to coordinate various programmes of National importance and guide and assist Branches who require support.
- o. Familiarity with Computer Systems, Accounting & Internal Controls and a basic knowledge of Statutes & Government Regulations and contemporary HR policies are desirable.

APPLICATION FORM

1. Name :
2. Date of Birth:
3. Gender:
4. Address/ Contact details including Mobile No & Email ID:
5. Educational Qualifications:
6. Whether in sound health-both physically and mentally
7. Attach a brief profile indicating the area of expertise and interest:

Signature: _____

Name: _____

Permanent/ Present Address: _____

Contact Number: _____

Email ID: _____

Place : _____

Date: _____