

Terms of Reference
Office Executive
(International Health Division)

National Health System Resource Center (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare invites applications from eligible candidates on contract basis for the suitable post.

Role & Responsibilities:

- Office Procedure – File maintenance, meeting schedules, managing appointments, routine correspondence, drafting & noting.
- Coordination & Liaising with other departments and ministries
- Facilitating support for conduct of meetings, workshop, consultation, etc.
- Diary management and management of meeting rooms.
- Handling queries and complaints via phone, email and general correspondence.
- Performing ad-hoc administration duties.
- Receiving and dispatching deliveries and maintaining proper records.
- Ensuring timely relay of messages to staff members through calls, email, general correspondence, etc.
- Any other work as assigned by the Officer Incharge.

Education, Experience and Competencies:

- Candidate should possess Graduate Degree from recognized university in BA/B.Com/B.Sc./BBA
- Minimum 02 years of relevant experience as Receptionist or Front Office Representative.
- Proficiency in MS Office is desirable.
- Excellent administrative, organizational and planning skills with attention to detail.
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Good writing and verbal communication skills.
- Ability for draft notes / Official Letters in English & Hindi under supervision but handling routine correspondence independently.
- To be able to meet stringent guidelines at short notices and operate in an evolving environment.

Educational Qualifications:

- Essential:
 - a. Candidate should possess Graduate Degree from recognized university in BA/B.Com/B.Sc./BBA
 - b. Minimum 02 years of relevant experience as Receptionist or Front Office Representative.
 - c. Proficiency in MS Office is desirable.
 - d. Proficient administrative, organizational and planning skills with attention to detail.
 - e. Good writing and verbal communication skills.
 - f. Ability for draft notes / Official Letters in English & Hindi under supervision but handling routine correspondence independently.

Experience:

- Essential: 2-4 years of relevant experience in Govt or Non-Govt bodies with experience in admin and finance related work or Budget planning of activities in any National Health Programme.

Age Limit: Not exceeding 40 Years

Remuneration: Rs. 27,846/- per month (consolidated).

No. of Position: One

Location: Delhi

Other Conditions: As per extant GOI/MOHFW instructions.

Period of contract: 1 year and extendable based on annual performance evaluation with an increase of 05% in remuneration.

How to apply: Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrcindia.org>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is **17th Jan 2023**.