

Terms of Reference

Position: Manager (Finance & Administration)
Project: Excellence Enhancement Centre (EEC)
Location: New Delhi
No. of Posts: 1 post

Responsibilities:

- Smooth operation of EEC secretariat
- Assistance to Director, EEC in all matters of implementation and operation of EEC
- Organisation of official travels
- Updated data storage system
- Sufficient stock of consumables and office equipment

Within this context the support staff performs the following tasks:

- Handling of correspondence on behalf of supervisors and drafting of letters
- Handling of office petty cash
- Procurement of stationery and consumables for regular office use
- Management of all payments, bills, financial transactions, purchases, contracts, etc.
- Handling of official travel of EEC officers
- Preparing monthly expenditure projections and reports
- Coordination and support to accountant and auditors
- Communication with stakeholders
- Interaction with GIZ/CEA/ CBIP etc.

Required Qualifications and Competencies

Formal education: Graduate

Professional experience: At least 2 years of professional working experience in a comparable position.

Other qualifications

- Fluent in written and spoken English
- Strong social skills, such as communication and networking
- Excellent skills in ITC technologies (Ms Office, particularly PowerPoint, Word, Excel, Outlook; phone, fax, email, internet)
- Good management and organisational skills
- Willingness to travel.
- Knowledge of Accounts and finance and other office procedures.

Period of Contract: 2 years

* The initial period of contract shall be for 2 years and may be extended on satisfactory performance

Notice period:

The contract can be terminated by either side by giving a one month notice.

Remuneration:

Rs 30,000 per month(fixed)

The candidate will be reimbursed for mobile charges upto Rs. 500 per month