

## **ToR for the post of 'Office Management Assistant'**

### **Essential Qualification:**

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

### **Experience:**

Should have minimum of 4 (four) years of experience in office management. Should have knowledge of IT and Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email.

### **Competencies Required:**

- Ability to work under tight deadlines.
- Excellent organizational skills.
- Excellent written and verbal communication
- 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.
- Adaptability and flexibility
- Ability to multitask and prioritize tasks effectively
- Relevant work experience in an office setting
- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.

### **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:**

The monthly fixed remuneration will be 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 till 31<sup>st</sup> December 2024 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.