

Posted : 12 January 2021

Administrative Assistant

Organization:

The Foundation for Innovative New Diagnostics (FIND) is an international non-profit organization based in Geneva, Switzerland, dedicated to activities that result in: 1) new diagnostic tools; 2) expanded access to these tools; and 3) strengthened diagnostic testing capacity for poverty-related diseases in low- and middle-income countries. FIND India is a subsidiary of FIND, Geneva.

FIND is established in India as an independent non-profit Foundation created under Section 8 (Indian) Companies Act, 2013, with its offices in New Delhi. FIND India is the key implementing partner of Central TB Division, Ministry of Health & Family Welfare, Govt of India for strengthening and expanding TB laboratory diagnostic capacity within the National Tuberculosis Elimination Program (NTEP) supported by the Global Fund.

FIND India awarded as sub recipient under CDC-ASLM project “Laboratory Quality System Strengthening”, it has two activities 1) Implementation of GeneXpert / CBNAAT External Quality Assurance System in India 2) Strengthening TB Laboratory Management Towards Accreditation in India” (TBSLMTA)

For more information about the organization, please visit <http://www.finddx.org/>

Location: New Delhi

Your responsibilities:

- Assist in Travel arrangements process for project staff
- Assist in procurement of project related activities
- Assist in Claim submission to finance
- Supports in organizing internal and external meetings/workshops, conferences
- Reconcile travel related documents of the staff/consultants with onwards submission to finance department
- Coordinating with Project Coordinator and project staff for project related activities
- Verification of the travel claims, and compiling travel reports related to the project
- Reconcile all other relevant invoices and maintain project wise billing coordination
- Maintain a detailed record for quick and efficient retrieval of travel related information (project wise)
- Any additional task as deemed necessary for FIND, India

Qualifications and experience required:

- MBA/Postgraduate.
- At least 3 years of work experience
- Candidates with experience of working in Travel, Event, Admin and Procurement experience in development sector will be given preference.

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Competencies and skills

- Excellent negotiation and advocacy skills to interact with people at all levels in a multicultural and multi-disciplinary environment
- Proficiency in MS office (Word, Excel, PowerPoint, outlook), Data management software, Internet.
- Excellent drafting and presentation skills including ability to draft clear and concise reports
- Flexibility and willingness to work on a range of tasks
- Willingness to travel as per project needs.
- Ability to plan, set priorities, handle multiple tasks with tight timelines

Skills and attitude:

1. Good oral and written communication skills
2. Strong team orientation
3. Ability to work independently, with minimum handholding and supervision
4. Energetic, resilient and passionate
5. Professional, mature and confident

Nature of appointment:

The selected candidate shall be initially offered a Fixed Term Employment contract until **30 Sept 2021**. The position can be prolonged subject to satisfactory performance, project extension and fund availability.

Compensation offered:

The gross remuneration budgeted for the position shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

Deadline to send your application: 24 Jan 2021

Please mail a motivation letter, a detailed resume and three references to HR-IN@finddx.org.

We will start screening right away and if we find the right person, we will stop searching. Please note that only applicants meeting the profile requirements will be personally contacted. Applications sent by recruitment agencies will not be considered.