



Job Title: Officer-Administration

Location: Patna, Bihar

About the organization:

Ipas Development Foundation (IDF) has been working in India since 2001 to improve the sexual and reproductive health ecosystem in the country. In close collaboration with the national government and formal partnerships with state governments, we work in communities and with the public health system to enhance access to sexual and reproductive health services, particularly comprehensive abortion care and choice-based contraception. IDF's program currently spans across 10 states with over 100 members.

IDF was among the first few NGOs to get certified as the Great Place to Work-Certified™ organization by Great Place to Work Institute and has been consistently on the list of India's top NGOs to Work For™ since 2017. Twice it also featured in the elite list of India's Great Mid -size Workplaces. IDF was also recognized as India's Best Workplaces™ for Women three times in a row. These recognitions are a testament to the organization's high-trust, high-performance work culture.

We are proud of our work culture and strive to remain the best in terms of employee friendly policies, women friendly work environment, and opportunities for learning.

Visit us at: www.ipasdevelopmentfoundation.org

OVERVIEW OF POSITION

IDF seeks to hire an Administration Officer to be based at the Patna office. The position reports to the State Director and will be responsible for the smooth functioning of the state office, to support program implementation. The position will be responsible for all office administration aspects including front office; housekeeping; filing and records; maintenance of communication equipment and other office assets; managing vendors and service providers; coordinating staff and consultant travel; stock keeping; and petty cash management.

ROLES AND RESPONSIBILITIES

The responsibilities of the Administration Officer will include the following:

Office Administration

- Manage front office including day-to-day supervision of staff deputed by housekeeping and vendor firms.
- Ensure smooth functioning of office equipment to ensure that all equipment including communication systems are functional.
- Maintain the filing system and ensure that the contact database related to office management is up to date.
- Manage the resource center by updating relevant records and maintain a close oversight of the flow of materials.

Stock Maintenance

- Maintain stock of office supplies and other materials and ensure timely replenishment of the stock.

Vendor Management

- Coordinate travel of staff and consultants in a timely manner with the designated travel agency or for direct bookings, as may be required.
- Provide assistance in coordinating with vendors for supplies in order to organize workshops, conferences, and other events, as required.

Finance Management

- Certify invoices and bills and ensure their timely processing.
- Maintain office expenses and petty cash, and submit periodic reports including monthly finance statements to the team at IDF, New Delhi.

Others

- Provide any other assistance as requested and carry out any other duties as are within the scope of the position as may be required.

Qualification and Experience

- Graduate or higher degree with minimum 2-3 years of related work experience preferably in the NGO sector.
- Excellent computer skills with proficiency in standard MS Office applications.
- Experience in working on database management software.
- Proven ability to support HR, procurement, and other administrative documentation.
- Good oral and written communication skills.
- Ability to work independently and as a team player in a complex, multicultural environment.

To apply:

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to hr-india@ipas.org by 30th November 2023. Your CV must be accompanied by:

- A cover letter justifying suitability for the position based on present and past work experience.
- Current/last-drawn compensation and expected compensation.

Please note:

- IDF management reserves the right to modify the contents of this position description at any time.
- IDF is an Equal Opportunity Employer.
- IDF's recruitment and selection procedures reflect the organization's commitment to the safety and protection of children in the organization's programs. All employees & consultants are expected to uphold this commitment.
- Women candidates are encouraged to apply.
- Only shortlisted candidates will be contacted.