



**Job Title:** Officer - Administration  
**Location:** Lucknow, Uttar Pradesh  
**Reporting to:** Senior State Director

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 and private health systems to enhance access to sexual and reproductive health services, particularly comprehensive abortion care and choice-based contraception.

Visit us at: [www.ipasdevelopmentfoundation.org](http://www.ipasdevelopmentfoundation.org)

### **Who are we looking for?**

We are looking for a highly motivated and self-driven individual who is organized in managing multiple tasks and enjoys interacting with people.

- 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 in Hindi and English.
- Ability to work independently and as a team player.

### **What would you be expected to do?**

#### **Office Administration**

- Manage front office including day-to-day supervision of staff deputed by housekeeping and vendors.
- 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.

### **What is it like working for IDF?**

- Thriving work culture
- Rated among India's Best NGOs to work for by Great Place to Work Institute since 2017
- Twice in the elite list of India's Great Mid -size Workplaces
- Recognized as India's Best Workplaces™ for Women three times in a row

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.

### **To apply:**

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to [idf.oal@sectoraccess.co.in](mailto:idf.oal@sectoraccess.co.in).

### **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.

For further clarifications, please contact our talent acquisition partner Sector Access at +91 9818944549 between 10:00 am to 5:00 pm on weekdays. In case you are unable to reach the number, please send a WhatsApp or SMS with your name and contact number and Sector Access will connect with you on priority.