



**Job Title:** Senior Coordinator – Administration

**Location:** New Delhi

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 graduates with 4+ years of experience in administration and procurement roles. The position will be responsible for general office administration, procurement, staff travel arrangements, and the management of program materials inventory at the Delhi office. The position requires candidates with a proven track record in executing vendor contracts and purchase orders. Further, experience in working on inventory modules and office documentation will be an advantage. The position also requires fluency in English and Hindi; proficiency in Microsoft Office; and a willingness to travel (up to 10%) to project areas.

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

The Senior Coordinator – Administration will be responsible to manage general administration and related functions for the IDF office at New Delhi. Key responsibilities of the position include:

- Procurement of goods and services as per IDF procurement policies
  - Closely work with program units for the procurement of goods and services
  - Ensure the requisite approvals and documentation are placed appropriately.
  - Coordinate with vendors and finance to facilitate invoice submission and payment within defined timelines.
- Vendor coordination and contracting documentation
  - Coordinate registration of vendors in the accounting software.
  - Invite bids/quotes for services and goods.
  - Coordinate issue of vendor contracts and purchase orders.
- Inventory management
  - Record entries of inventory movement in the software.
  - Raise orders as per defined reorder levels and operational requirements.
  - Oversee issuance of material as per approved requests within defined timelines.
  - Coordinate dispatch of material to states as per requirements.
  - Organize and support periodic physical stock verification across all locations.
  - Ensure proper maintenance, organization, and housekeeping of the stores.
- Travel arrangements
  - Facilitate issuance of tickets based on travel authorizations for staff members.

- Process travel invoices to the Finance team within agreed timelines.
  - Coordinate hotel bookings in Delhi and at the state level.
- General office administration
  - Oversee office stationery, consumables, and general supplies to always ensure adequate stock.
  - Maintain trackers for office utilities and submit/route related claims to the finance team on time.
  - Ensure overall cleanliness and upkeep of office premises in coordination with support staff and vendors.
- Any other work may be assigned for the effective operation of IDF activities.

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

We are proud of our thriving work culture and strive to remain the best in terms of employee friendly policies, women friendly work environment, and opportunities for learning. We have been rated among India's Best NGOs to Work For by the Great Place to Work Institute since 2017 and have been recognized as a Social Impact Icon. We have also been placed thrice in the elite list of India's Great Mid -size Workplaces and recognized as India's Best Workplaces for Women three times in a row.

**To apply:**

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to [admin.idf@sectoraccess.co.in](mailto:admin.idf@sectoraccess.co.in) by January 31, 2026.

For further clarifications, please send your query on WhatsApp or SMS along with your name and contact number to our talent acquisition partner Sector Access at +91 92 050 10963 and they will respond on priority. Please note that only shortlisted candidates will be contacted.

**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.
- IDF encourages applications from women and gender-diverse candidates.