

**No: IIPHS/2021/Ads/1/54/50**

**Date: 19<sup>th</sup> January 2024**

**Position: Executive Administrative Assistant**

**Location: Shillong, Meghalaya**

**Number of Posts: 1 (One)**

**Duration of Position: One year (renewable based on performance)**

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### **About IIPHS:**

The Indian Institute of Public Health Shillong (IIPH-Shillong) is a northeast regional institute of public health. It was established in 2015 by the PHFI in collaboration with the Government of Meghalaya to redress the limited institutional and systems capacity in public health in the North East Region of India. IIPH-Shillong is an autonomous educational & research institute of the IIPH Shillong Society, registered under the Meghalaya Society registration Act of 1983.

### **Roles and Responsibilities:**

1. Office Management:
  - a. Develop and maintain office policies and procedures.
  - b. Order office supplies and manage office equipment.
2. Appointment Scheduling:
  - a. Organize and schedule appointments for executives and managers.
3. Meeting Planning:
  - a. Plan and coordinate meetings, including logistics and facilities.
  - b. Take detailed notes and draft minutes
4. Communication:
  - a. Write and distribute emails, memos, and other communication materials.
  - b. Assist in the preparation of scheduled reports
5. Record Keeping:
  - a. Develop and maintain a filing system for administrative and HR-related documents.
6. Vendor Management:
  - a. Research and liaise with vendors for office supplies and services.
7. Visitor Support:
  - a. Provide general support to visitors and act as a point of contact for inquiries.
8. Confidentiality:
  - a. Uphold a strict level of confidentiality regarding sensitive HR and administrative matters.
9. General Support:

- a. Provide support for any other task or responsibility assigned by the organization.
  - b. Maintain contact lists
  - c. Book travel arrangements
  - d. Submit and reconcile expense reports
  - e. Provide general support to visitors
  - f. Act as the point of contact for internal and external clients
10. Recruitment and Staffing:
- a. Develop and implement recruitment strategies.
  - b. Coordinate interviews and facilitate the hiring process.
11. Employee Onboarding:
- a. Organize and coordinate new employee orientation programmes.
  - b. Ensure a smooth onboarding process for new hires.
12. Employee Relations:
- a. Address and resolve employee concerns and conflicts.
  - b. Promote a positive work environment and employee engagement.
13. Performance Management:
- a. Document and implement performance appraisal systems.
  - b. Assist in setting performance goals and expectations.
14. Training and Development:
- a. Identify training needs within the organization.
  - b. Coordinate and facilitate training programs.
15. HR Compliance:
- a. Stay informed about labor laws and regulations.
  - b. Ensure compliance with local, state, and federal employment laws.
16. Employee Records and Documentation:
- a. Maintain accurate and up-to-date employee records.
  - b. Handle documentation related to employee changes, promotions, and terminations.
17. Health and Safety:
- a. Implement health and safety programs.
  - b. Ensure a safe working environment.
18. Employee Engagement and Wellness:
- a. Promote employee well-being and work-life balance.
  - b. Develop and implement employee engagement initiatives

**Qualifications:**

- Master's degree in HR, Administration, Management, Finance (essential).
- Master's degree/ Post Graduate Diploma in Human Resource Management/Administrative Management (desirable).

**Desirable Experience and skills:**

1. Minimum 3 years of experience in HR & Administrative functions.
2. Minimum 3 – 5 years of experience as an HR and Administrative Assistant, preferably in an

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- academic/research/NGO organization.
3. Minimum 03 (three) years of proven working experience as Payroll Executive having extensive knowledge in payroll management including EPF processing with sound knowledge in statutory compliance
  4. Expertise in HR functions, administrative processes, and compliance.
  5. Good computer skills, including proficiency in MS Office.
  6. Excellent written and verbal communication skills.
  7. Strong organizational and time management skills.
  8. Good interpersonal and decision-making skills.
  9. Knowledge of office management systems and procedures.
  10. Working knowledge of office equipment, like printers and fax machines.
  11. Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
  12. Excellent time management skills and the ability to prioritize work.
  13. Attention to detail and problem-solving skills.
  14. Strong organizational skills with the ability to multitask.

### **How to Apply:**

1. Interested candidates may send a detailed CV to [admin@iiphs.ac.in](mailto:admin@iiphs.ac.in).
2. Please highlight the exact position 'Executive Administrative Assistant' in the subject.
3. **Extension of Last date for receipt of application: 24<sup>th</sup> January 2024**

### **CV Format:**

1. Full Name, address, and contact details (including email and phone).
2. Educational qualifications – Diploma/degree/s, year, and institute qualified from.
3. Language skills (spoken, written skills), Software skills.
4. Work experience (position/job title, organization, duration) if none please state NIL.
5. Research experience and Publications (if any).
6. Referees (two persons who you have worked or trained under).
7. Any other relevant information.

### **General Instructions:**

1. The Institute reserves the right to withdraw any advertised post at any time without giving any reason.
2. Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number; a Screening Committee shall short-list the most suitable candidates to be called for the interview.
3. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
4. Only shortlisted candidates will be called for interview. Shortlisted candidates, called for interview, will bear the expenses on travel and stay.
5. The Institution reserves the right to reject any application without assigning any reason whatsoever.
6. The Institute reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal shall be entertained.
7. Any corrigendum/changes/updates shall be available only on Institutes website: [www.iiphs.ac.in](http://www.iiphs.ac.in).
8. The candidates are required to bring with them copies of all relevant testimonial

- documents self-attested along with the original certificates at the time of interview.
9. Applications that are incomplete and/or unsigned will be summarily rejected.
  10. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
  11. Applications received after the prescribed date will not be entertained.
  12. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
  13. Minimum Educational Qualifications; applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement.
  14. Candidates must be in sound bodily health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as Institute may require.
  15. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise.

Sd/-  
Registrar  
Indian Institute of Public Health Shillong  
Lawmali, Shillong - 793001