

No: IIPHS/2021/Ads/1/54/09

Date: 20th April, 2022

Position: Executive Administrative Assistant

Location: Shillong, Meghalaya

Number of Posts: 1 (One)

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

About IIPHS:

The Indian Institute of Public Health Shillong (IIPH-S) 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. IIPHS mandates includes research interdisciplinary education and advocacy. IIPHS is an autonomous educational & research institute of the IIPHS society registered under the Meghalaya Society registration Act 1983.

Roles and responsibilities:

1. Organize and schedule appointments
2. Plan meetings take detailed notes and draft minutes
3. Write and distribute email, correspondence memos, letters, faxes and forms
4. Assist in the preparation of scheduled reports
5. Develop and maintain a filing system
6. Update and maintain office policies and procedures
7. Order office supplies and research new deals and suppliers
8. Maintain contact lists
9. Book travel arrangements
10. Submit and reconcile expense reports
11. Provide general support to visitors
12. Act as the point of contact for internal and external clients
13. Liaise with Registrar for administrative work and recruitment
14. Support the daily operations of Human Resource related activity
15. Use HR databases to review, input and keep track of employee information
16. Responsible for orienting new employees to the organization
17. Answer all employee questions about HR regulations and benefits
18. Assist with payroll processes
19. Maintaining organized and up-to-date HR files
20. Uphold a strict level of confidentiality

21. Any other task or responsibility the Institute may assign from time to time

Qualification:

Essential :

University degree in BA/BSc/BCom/BBA/BBM or equivalent qualification

Desirable :

A Master's degree in subjects like Finance, Administration, Management, HR

Experience

1. Minimum **1 (one) year** of experience as an Administrative Assistant preferably in an academic/research/NGO organization.
2. Good computer skills.
3. Excellent written and verbal communication skills.
4. Good interpersonal and decision-making skills.
5. Knowledge of office management systems and procedures
6. Working knowledge of office equipment, like printers and fax machines
7. Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
8. Excellent time management skills and the ability to prioritize work
9. Attention to detail and problem-solving skills
10. Strong organizational skills with the ability to multi-task

How to apply:

1. Interested candidates may send detailed CV at iiph.shillong.ner@gmail.com
2. Please highlight the Exact Position '**Executive Administrative Assistant**' in the subject.

Last Date of Receipt of Applications: 6th May, 2022

Your CV should provide the following in a word document, preferably in the following order:

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**
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; All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post.
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.