



JOB TITLE: Administration Officer
SUPERVISOR: Executive Director
JOB CODE: 2022/AO

About HRIDAY

HRIDAY is a not for profit organization that aims to promote sustainable health, particularly among youth, in multiple settings including schools, colleges, workplaces and the community at large. HRIDAY engages in multi-disciplinary research, capacity building and undertakes campaigns linked to the prevention and control of Non-Communicable Diseases (NCDs). HRIDAY addressing NCDs from a health and development perspective, particularly in the context of Goal 3.4 under the Sustainable Development Goals (SDGs).

JOB DESCRIPTION

The Administration Officer, reporting to the Executive Director, working under the guidance of the Finance Committee is expected to inform strategic decisions and effectively monitor and guide the organization's management and compliance processes. This position is also expected to have the ability of problem solving and decision making and to manage short term issues with a long term perspective. This position has to be highly adaptable and performance oriented with a mature understanding of working of the development sector.

Administration Officer is responsible for the overall fiscal management and administrative functioning at HRIDAY. This includes, planning, organizing, directing and controlling activities

KEY RESPONSIBILITIES

Strategic Leadership

1. Administer personnel policies and apply rules, regulations, and procedures concerning recruitment, appointment, benefits, and other personnel matters.
2. Responsible for administrative and logistical support to organization for conferences, workshops, meetings etc.
3. Carry out any other assignments as communicated by the Executive Director.

Administrative responsibilities

1. Prepare routine official correspondence and reports concerning administrative requirements.
2. Administer and manage the logistics and contacts for services with service providers such as travel agents, hotels, translation and interpretation agencies, office suppliers, etc.
3. Assist in the administrative and logistical organization of conferences, workshops and other events.
4. Help identify staffing gaps and draft ToRs for additional staff to be hired as the need arises, subject to availability of funds.
5. Oversee day-to-day office functioning through management of office essentials, consumables and other requirements.

CORE REQUIREMENTS

1. **MBA/Post Graduate in related field** 5-10 years of experience in progressively responsible position.
2. Knowledge of the latest development sector trends and best practices including understanding of various international donor regulations.
3. **Strong computer skills in MS Office.**
4. Strong communication, presentation and analytical skills.
5. Fluency in written and spoken English.
6. **Ability to manage a strong relationship with external stakeholders including donors, government and other external counterparts.**

DESIRABLE QUALITIES

1. Candidate should be committed to ensuring integrity.
2. Candidate should have an interest in mentoring, guiding and supporting teams in cost-effective delivery of project outputs.
3. Candidate should be able to work in a diverse environment with prior experience of interacting with senior leadership of an organization on strategic matters.

HRIDAY offers highly dynamic and enabling work environment and provides competitive compensation based on experience and background. Interested candidates should submit their CV with a covering note to info@hriday-shan.org mentioning the Job Code in the subject line by **Thursday, January 27, 2022**

Please note that only shortlisted applicants will be contacted for an interview.