

Job Specifications:

- 1) Position: Administrative Officer
- 2) Reporting: Joint Director, SEARCH
- 3) Location: Shodhgram, HQ of SEARCH

Job Overview:

The Administrative officer would execute various tasks related to legal and statutory requirement, campus orientation and management, administration and procurement. He / she will also be responsible for scheduling and monitoring maintenance of various buildings and inventory store.

Job Description:**1. Legal and Statutory Requirements:**

To ensure the compilation and filing of various returns as per requirements of Charity Commissioner, Income Tax and any other Government and Statutory / Legal Authorities. S/He will also assist in drafting Partnership Agreements as appropriate.

2. Estate Management:

- Regulating maintenance of all premises (Office premises, other buildings required for various programs; staff quarters) on the campus.
- Planning and monitoring of all maintenance and upkeep related work of the campus buildings, furnishing & fittings, electrical supply, water supply, sewage management and resources such as wells & lakes.
- Planning and monitoring new buildings that are under construction or need to be constructed.

3. Administration:

- Compilation and filing of various returns as per Government requirements.
- Preparation of periodic reports and annual reports on the work of the administration department.
- Monitoring of inventory of stores (Office, Building and maintenance, Vehicle, and different departments of the organization).
- Purchasing: Conducting all purchase procedures (tendering, selection and purchase) and scrutiny of bills and passing bills for payment.
- Scheduling maintenance of all furniture and office equipment (copiers, printers) and equipment (e.g., audiovisual equipment) used in the organization and vehicles.

Stakeholder Management:

- Communication with guests, planning programs for visitors in SEARCH and their hospitality.
- Introducing the SEARCH activities to visitors, fellows, interns and new employees.

Candidate Profile:

1. Graduate with minimum 5 years of professional experience in maintenance, campus management, inventory management, budgeting and procurement management.
2. Sharing the values of SEARCH and a passion for development, strong desire to serve people and an understanding of the social impact space.
3. Minimum commitment of 3 years.
4. Language: English and Marathi

Benefit package:

- Salary: 35,000 – 50,000 per month
- Annual increment: Due each year as per the policy of SEARCH.
- Accommodation: Will be provided in the campus as per need (single or family)
- Other benefits: Provident Fund, Medical Insurance and Gratuity will be applicable as per the policy of SEARCH.
- Growth of the Individual: SEARCH strives to create a clear path for career progression for the Professional by providing learning opportunities through mentoring by eminent medical professionals, courses, workshops and field visits.
- Health Care: Primary & secondary medical care provided free of cost in the hospital of SEARCH for staff as well as immediate family members.
- Education of Children: Free pick up and drop back facility for children in school at Gadchiroli town (with CBSE school till 12th standard).
- Scholarship to children of the Staff for higher education as per policy of SEARCH.
- Spouse: SEARCH considers the position of Spouse of the candidate empathetically, and though not assured, strives to explore appropriate job for the spouse based on the need and competencies of the candidate.
- Leave: 16 days summer vacation + 7 days Diwali vacation + 7 casual leaves + 12 public holidays in a year.

Note: The probation period in SEARCH is one year.

Send applications to: hr@searchforhealth.ngo

- Mark 'for the post of Administrative Officer' in the subject line of the email.

- Application Fees: 100 Rs
- VPA id: search12345@icici

Visit our website: <http://www.searchforhealth.ngo>