



TERMS OF REFERENCE

Position Title : Project Assistant (Operations) (One post)
Organisation : India Development Foundation of Overseas Indians
Duration of Contract : Maximum three Years subject to renewal every year based on performance and requirement
Compensation : Rs. 40,000 p.m.
Last date of submission: 14 days from release of advertisement

The final selection will be on the basis of due weightage given to CV, a written test and an interview.

Detailed Terms of Reference is at www.idfoi.org. All eligible candidates can send their application along with latest resume to contact.idf@mea.gov.in. The subject line of the mail must mention the position which they are applying for. All applications have to be submitted with details filled in the format as at Annex I. **Candidates who do not submit details as at Annex I, will not be considered.**

The India Development Foundation of Overseas Indians (IDF-OI) is a not for profit Trust established to serve as a credible institutional avenue to enable overseas Indians to engage in philanthropy to supplement India's social development efforts. IDF-OI channelizes the philanthropic propensities and resources of the overseas Indian community into national development and social & development projects.

Job Title: Project Assistant (Operations)

The responsibilities would involve:

- Assist in everyday tasks related to managing operations at IDF-OI
- Ensure project reports reach contributors regularly, and on time
- Maintain database of donors, overseas associations and overseas community organisations
- Assist in outreach events
- Ensure flow of information between project team and donors

- Follow up on project deliverables
- Prepare Meeting material including invites, presentations, agenda, reports and logistics (with Admin Officer)
- Assist the Project Officer (Operations)
- Any other work as may be assigned by CEO

Eligibility Criteria:

Essential Requirement:

- Masters Degree from a recognized University
- Minimum 55% marks in Post Graduation level
- IT/ Computer knowledge (MS Office, Excel, Powerpoint etc.)

Desired profile

- Prior work experience (including internship or volunteering) with Central Govt or its autonomous organisations
- Prior experience in interacting with Indian Missions/posts overseas

Note:

1) Candidates must submit details in the format as attached. If not done, candidature will not be considered.

2) If adequate number of candidates are not available for the written test, essential qualifications may be relaxed by the Competent Authority.

3) If adequate number of candidates are not available for the interview, the criteria for selection to the Interview may be relaxed by the Competent Authority.

Annexure I

01	Complete Name			
02	Date of Birth (DD/MM/YYYY)			
03	Education			
	Name of University/Institution	Course	Duration	Marks Obtained
04	Total No. of Working Years of Experience			
05	Working Experience (from latest position)			
06	Organisation in which employed & location	Designation	From-To	Main Responsibilities handled