



India Development Foundation
of Overseas Indians

TERMS OF REFERENCE

Position Title : Project Assistant (Operations) (Two posts)
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: 21 days from release of advertisement

The final selection will be on the basis of due weightage given to CV, cover letter, a written test and an interview. From the applications received, a maximum of 15-20 candidates will be selected for the written test. On basis of results of the written test, a maximum of 10 candidates will be selected for interview.

Detailed Terms of Reference is available at www.idfoi.nic.in. All eligible candidates can send their application along with latest résumé and cover letter 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 must submit details in the format as attached at Annex I together with the latest résumé and cover letter describing why their candidature should be considered for the position. Incomplete applications will not be considered.

India Development Foundation of Overseas Indians (IDF-OI) is a not-for-profit trust registered under Government of India (GOI) established to serve as a credible institutional avenue to enable Overseas Indians to engage in philanthropy to supplement India's social and development efforts. IDF-OI channelises the philanthropic propensities and resources of the Overseas Indian community into national development and social projects. The Trust is chaired by Smt. Sushma Swaraj, Minister of External Affairs. The Trust is exempt from the provisions of Foreign Contribution Regulation Act (FCRA), 2010.

Job Title: Project Assistant (Operations)**Duty Station: Delhi**

The responsibilities would involve:

- Assist in everyday tasks related to managing project related operations.
- Assist in outreach events of IDF-OI by preparing meeting material including invites, agenda, reports, presentations and managing logistics.
- Follow up on project deliverables with Project Implementing Agencies, GOI Agencies and State Governments.
- Monitor and create evaluation reports based on project deliverables.
- Ensure flow of information between Project Team at IDF-OI and Donors and State Governments.
- Provide reports and project updates to contributors regularly, and on time.
- Regularly update media and communications team at IDF-OI regarding project completion/timeline for projection on social media platforms.
- Assist the Chief Operating Officer (COO).
- Any other task as assigned by CEO or COO, IDF-OI.

Eligibility Criteria**Essential Requirements:**

- Full-time Masters Degree from a recognized University with minimum 55% marks.
- Maximum 3 years of experience.
- Prior experience in office software packages - MS Office, Excel, PowerPoint etc

Desired profile:

- Prior work experience (including internship or volunteering) with Central Govt or its autonomous organisations and with Indian Missions/posts overseas.
- Knowledge of and prior experience in the Development sector.
- Familiarity with social media platforms like Facebook, Twitter etc.
- Strong verbal and written communication skills.
- Ability to prioritize assignments and requirements, and multitask as needed.

Note for Submission:

- 1) Applications must be submitted in a word or pdf Format.
- 2) Please title your file as: Firstname_Lastname_TypeofFile (eg. Abc_123_CV.pdf)
- 3) Cover letter is a part of the evaluation process.
- 4) If adequate number of candidates are not available for the written test, essential qualifications may be relaxed by the Competent Authority.
- 5) 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.