



TERMS OF REFERENCE

Title of the Position	:	Executive Assistant
Organization	:	India Development Foundation of Overseas Indians
Place of Job	:	New Delhi
Duration	:	One year, extendable based on performance
Remuneration	:	Rs. 30,000/- per month
Closing date	:	7 th June 2017 till 5:30 PM

From the applications received, minimum 10 candidates will be selected for the written test. On basis of results of the written test, minimum 5 candidates will be selected for interview. Only shortlisted candidates will be contacted by e-mail for the written test & interview. All eligible candidates can send their application along with latest Resume & Annexure to hr.idfoi@gmail.com.

Detailed Terms of Reference and Annexure can be download from <http://idfoi.nic.in/careers.aspx> and <http://www.mea.gov.in/idfoi.htm>

The subject line of the mail must mention “**Application for the post of Executive Assistant**”. Candidates must submit details in the format as attached at Annexure together with the latest resume.

Please note: Annexure should be named as First Name_Last Name_Annex e.g. ABC_XYZ_Annex. **Incomplete applications will not be considered.**

About IDF-OI

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 projects.

Job Responsibilities:

- Manage & regularly update database of overseas Indians, Associations and Community organisations
- Send communication/mailers to IDF-OI's overseas database from time to time updating them about IDF-OI's activities
- Maintenance of attendance and leave record of employees
- Maintenance of stock register for IDF-OI
- Coordinate with service providers with regard to service maintenance – including issuance of contracts, purchase orders
- Purchase of equipment, usable and other items at IDF-OI
- Coordinate all arrangements for Board and Managing Committee meetings
- Coordinate arrangements for IDF-OI staff for meetings, events or any other outreach activity
- Inventory management - Managing and maintaining inventory of office assets, equipment and other supplies related to office administration
- Any other work as may be assigned by CEO or COO, IDF-OI

Eligibility Criteria

Essential qualifications:

- Graduate from a recognized university in any discipline with atleast 55% marks
- Minimum three years of experience in the field of administrative work
- Sound skills in computer usage - including use of Microsoft Office software and the Internet.
- Knowledge of Typing in English (speed – 40 words per minute)

Desirable Qualifications:

- Fair command over English, particularly for correspondence
- Prior experience in working with Central/State Governments
- Efficient, ability to work under pressure and adhere to strict deadlines

Note: All eligible candidates can send their application along with their latest resume by e-mail at hr.idfoi@gmail.com not later by 07 June 2017 till 5:30 pm. Only shortlisted candidates shall be contacted by e-mail for the written test & interview.

The appointment will be made purely on a contract basis and the selected candidate (s) will have to follow the terms and conditions of the jobs defined by the India Development Foundation of Overseas Indians and will have no claim on the terms and conditions of the services as defined by the Government of India.

Annexure

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