

Terms of Reference (TOR)
Executive Aid (Secretarial Assistant)

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Secretariat of the Interim Commission for Allied and Healthcare Professions is seeking applications from qualified candidates for the above-mentioned post purely on a contractual basis.

The National Commission for Allied and Healthcare Professionals Act, 2021 has recently been passed for the purpose of regulation of standards of education and services by Allied and Healthcare Professionals in India. In pursuance of the provisions of the same, the Interim Commission for Allied and Healthcare Professionals has been constituted to carry on the functions till a regular National Commission is constituted. Qualified professionals from various categories to be recruited to support the Secretariat of the Interim Commission.

Number of Positions: 02 (Two)

Reporting Officer: Secretary, Interim Commission for Allied and Healthcare Professions

Roles & Responsibility:

1. Facilitating meetings with external partners, maintaining meeting schedules, managing appointments.
2. Drafting letters, notes, agenda. Minutes of meetings, taking dictations, etc.
3. Processing work orders, organizing invoices, and handling leave records of the division staff.
4. Assisting in preparation of SOPs / tender documents, etc.
5. Managing MIS / Trackers / Database / Dashboards.
6. Creating forms and formats as and when required.
7. Managing calendar and setting up meetings as directed.
8. Maintaining electronic and paper records ensuring information is organized and easily accessed.
9. Handling and prioritizing all incoming and outgoing correspondence (e-mails, letters, packages, etc.) and sorting in respective folders.
10. Prioritizing agenda and assisting in planning appointments, board meetings, conference, etc.
11. Assisting in preparing presentations or reports as required.
12. Facilitating travel plans for the Division.
13. Any other work as assigned.

Qualification and Experience:

Graduate Degree in any of the following with Diploma / Degree /Certificates in secretarial practices:

- B.A.
- B.Com

- B.Sc.
- BBA

Minimum 7 years of post-qualification experience as an office secretary.

Desirable:

1. Certification course in MS Office.
2. Preference will be given to candidate having experience in Government, Quasi Government departments or Government funded autonomous institutions.

Skills:

1. Good typing speed (35 wpm).
2. Excellent administrative, organizational and planning skills with attention to detail.
3. Computer literate with knowledge and proficiency in MS office, Excel and Power point.
4. Should have some working knowledge of Accounts.
5. Knowledge of Filing, Indexing, and Document Management.
6. Excellent writing and verbal communication skills
7. Proficient in drafting notes and letters in English with focus on spelling, punctuation, grammar and other language skills

Age: Upto 40 years (as on the date of receiving the application)

Location: NIHFW Munirka, New Delhi.

Contract tenure: Till 31st December, 2023 and Extendable.

Remuneration Range: Rs. 40,000/- per month (consolidated)

How to apply: Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrcindia.org>). Applications will be accepted in the prescribed online application format only. Last date for receiving applications is **09-May-2023**.