

Position:	Office Assistant
Number of Position:	Two (2)
Type of Job:	Contractual Fixed Term Consultancy
Nature of appointment:	The appointment will be on contract basis initially for one year and thereafter extendable annually (or specified period) on the basis of performance appraisal (to be assessed for work output, personal attributes, functional competency etc.)
Place of Posting:	National Centre for Vector Borne Diseases Control Ministry of Health & Family Welfare Sham Nath Marg, Civil Lines, Delhi
Project Name:	Intensified Malaria Elimination Project-3 Supported by the Global Fund
Essential Qualification & Experience:	Graduate in any field 3 years of experience (Preference will be given to the candidate having good computer skills) The essential qualification may be relaxed in case of experienced candidates or if there are no candidates with the prescribed qualification.
Skills:	<ul style="list-style-type: none"> • Ability to plan and prioritize work • Skilled in making notes and reports of different cases • Knowledge of all the administrative procedures • Ability to supervise and instruct the staff • Knowledge of current technology, computer systems, information technology, data handling and archiving • Skilled in written communication
Consultancy Fee Band:	₹ 20,000 to ₹ 25,000
Annual Increment:	Annual increment would be based on performance appraisal.
Last date to apply:	10 May 2024

About Organization

TCI Foundation is one of the premier non-government ISO 9001:2015 organizations in India. It is an autonomous organization having its presence across the nation. The Foundation works within the ambit of government rules and regulations, and in compliance with the laws of the land. TCI Foundation primarily provides supplementary support as a partner to governments in public health programmes and projects. It also acts as an advocating agency in the enactment of public policies in the country.

TCI Foundation is an equal opportunity employer. Employment at TCI Foundation is based solely on individual's merit and qualifications directly related to professional competence. TCI Foundation does not discriminate against any employee or applicant because of race, caste, creed, colour, religion, gender, origin, disability, marital status, or any other basis protected by law.

Position Purpose

To assist and support NCVBDC Malaria Officer and Manager team under GFATM supported IMEP-3

Position Roles & Responsibilities

- 1) Preparing notes, drafts memoranda and summarizing quoting precedents, references, rules, etc.
- 2) Drawing out reports, statements and attending to correspondence
- 3) Assisting senior/reporting officer in disposal of complicated or important cases
- 4) Making entries in register regarding nature and number of papers received for disposal
- 5) Studying letters, correspondence and links connected papers on subject
- 6) Preparing brief notes, reports or draft replies quoting precedent, rules, regulations and existing orders, if any, and giving them to senior/reporting officer for consideration
- 7) Keeping watch over movement of files
- 8) Supervising work of sub-ordinates and assisting them in disposal of case correctly and expeditiously

Rescission

Either party can terminate the contract by giving one month's notice in writing

Deliverables:

The office assistant will be required to submit a Monthly Activity Report and Annual Report to Reporting Officer with a copy to NCVBDC Performance appraisal would include review of monthly activity reports, timely completion of activities and annual assessment.

Remember:

- 1) Check your eligibility before applying.
- 2) Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.
- 3) Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
- 4) No TA/DA will be paid to attend the interview in person.
- 5) The advertised position can be cancelled/varied as per the discretion of the employer.

Selection:

Selection and appointment shall be carried out through advertisement followed by walk-in- written test/interview, if short listed.

Link to apply for the position

[Application form](#)