

Terms of Reference Secretarial Assistant

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) as an autonomous registered society, to channelize technical assistance and capacity building support to the states for strengthening the public health system. The NHSRC is also mandated to contribute towards National strategic health planning and programme design. Work at NHSRC is organised around multiple divisions, namely – Community Processes, Quality Improvement, Public Health Planning, Public Health Administration, Healthcare Financing & Healthcare Technology, HMIS and Human Resources for Health.

NHSRC intends recruiting Secretarial Assistant purely on contractual basis.

Roles & Responsibility:

1. Facilitating meetings with external partners, maintaining meeting schedules, managing appointments.
2. Drafting letters, taking dictations, making presentations etc.
3. Liaison/ public relation.
4. Should have some working knowledge of Accounts.
5. File maintenance, accounting and documentation.
6. Entry of data in excel sheets.
7. Facilitating travel plans for the Division.
8. Any other work as assigned by the concerned Division.

Qualification and Experience:

1. Graduate in any stream, preferably with degree/diploma in secretarial practices
2. Minimum 4 years' experience as an office secretary.
3. Typing (speed - 35/pm)
4. Excellent administrative, organizational and planning skills with attention to detail
5. Computer literate with knowledge and experience of MS office, Excel and Power point.
6. Knowledge of Filing, Indexing, and Document Management.
7. Excellent writing and verbal communication skills
8. Proficient in drafting notes and letters in English with focus on spelling, punctuation, grammar and other language skills

Age: Below 40 years (maximum age will be counted from the last date for receiving the applications).

Location: NHSRC Office, New Delhi

To Apply: Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to recruitments.nhsrc@gmail.com by **28th August 2018**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted