



Scope of Work (SOW)

POPULATION SERVICES INTERNATIONAL, INDIA

TITLE: Program Associate

LOCATION: Delhi

DEPARTMENT: Human Resources & Administration

REPORTS TO: Manager - Human Resources & Administration

ROLE OF: Senior Associate - Front Office & Administration

SUPERVISES: None

Term of the Contract: Maximum up to 6 months

Nature of the Contract: Monthly Engagement

CATEGORY: Shared Services (Office Staff)

Salary Grade Level: Equivalent to Grade Level G (Senior Associate)

Apply Latest by - 26th July 2023

Population Services International, India is a registered Indian Society dedicated to the improvement of public health in India. As a mission, PSI India makes it easier for people in the developing world to lead healthier lives and plan the families they desire by marketing affordable products and services. PSI India's core values are Measurement, Honesty, Pragmatism, Collaboration, Trust and Commitment Over the past twenty- seven years, PSI India has collaborated with the Government of India and a number of donors to increase the use of modern contraception for family planning, to provide products and services for the health of mothers and children and to decrease the spread of HIV/AIDS and TB. For more information, please visit www.psi.org.in

Purpose of the Position:

This position will be required to support the administrative activities including front desk activities at PSI India office in New Delhi under the supervision of Manager - HR & Admin.

A. Duties & Responsibilities:

Administration:

- Supervise housekeeping and security services
- Maintenance of office building including repairs and other office equipment
- Support supervisor for keeping track of all services agreements including lease agreements, and their payments as per the terms of the contract.
- Keep track on all warranties, guaranties and insurance details for assets and other installations.
- Support the supervisor in organizing logistics for various trainings and meetings.
- Maintain records for stationeries, program/communication materials, etc.
- Supervise warehouses related matters including lease agreements.
- Maintain Admin related vendor data base.
- Maintain petty cash.
- Verify bills/invoices related to Admin and forward them for payment to Accounts department.
- Any other administrative tasks assigned by supervisor.

**Front Desk:**

- Attend phone calls and facilitate conference calls as required
- Attend visitors at the reception
- Facilitate conference/meeting room requests
- Handle receipt & dispatch of mail couriers, registered mail, etc
- Facilitate travel arrangements for staff/guests including reservation of hotel rooms and other logistics at the destination
- Any other tasks assigned by supervisor

B. QUALIFICATION AND EXPERIENCE:

- Graduate with 1 - 3 years of experience in handling administrative functions is essential.
- Proficient with MS Office.

C. SKILLS:

- Integrity
- Good communication skills
- Superior interpersonal and person management skills
- Multi-tasking ability
- Trouble shooting and problem solving skills
- Negotiation skills
- Analytical and methodical approach

Approving Authority (for the work as defined in the Scope of Work):

Manager - HR & Admin

Timelines: Monthly

Terms of Payment:

Monthly

Project Allocation (from where the payment is to be made)

TCINextGen

PSI India is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.