



POPULATION SERVICES INTERNATIONAL, INDIA
SCOPE OF WORK (SOW)

TITLE: Volunteer
NUMBER OF POSITIONS: 1(One)
LOCATION: Ahmedabad- Gujarat
DEPARTMENT: Programs
REPORTS TO: Assistant Manager - Program Implementation
ROLE OF - Office Attendant
NATURE OF CONTRACT - Per Day
POSITION CATEGORY: Program Operations
APPLY FOR POSITION: careers@psi.org.in

Population Services International (PSI) India is a non-profit, non-governmental organization dedicated to ensuring accessible and affordable healthcare for vulnerable populations in India, thereby improving their quality of life and well-being. Established in 1980 under the India Societies Act of 1860, PSI India began implementing full-scale activities in 1988. Over the past thirty-seven years, PSI India has demonstrated unwavering dedication and strong expertise in program implementation, planning and policy, research and evaluation, social behaviour change communication, and strategies for building habitable, sustainable, and healthy cities. PSI India has positively impacted the lives of millions across various states through its diverse programs. Its technical and operational capabilities have engaged government bodies, international and national philanthropic agencies, and private entities to address a wide range of health issues, including reproductive health, maternal health, child health, non- communicable diseases, communicable diseases, HIV/AIDS, and nutrition. For more information, please visit www.psi.org.in.

POSITION PURPOSE:

The part time office attendant will support in the clinic day to day maintenance and will help all the staff in the clinic by providing the backend support.

DUTIES AND RESPONSIBILITIES:

Support staff

- Maintaining the office cleanliness.
- Providing the tea/coffee to the office staff
- Maintain the required items in the Kitchen work closely with the Project coordinator.
- Get the Photocopy/print outs in the office.
- Arranging the sweeper and ensure the proposer waste disposal and the bins as per protocol of the clinic.
- Any other task assigned by the Project coordinator.

QUALIFICATION AND EXPERIENCE:

- Able to read and write
- 10th standard pass/iterate.

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

- Assistant Manager - Program Implementation

Timelines: Monthly

Terms of Payment:

- On the completion of working days as per the timelines
- On submission of the work details on completion



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