POSITION VACANT: Administrative Officer  
Centre for Catalyzing Change, Patna - Bihar

ORGANIZATION BACKGROUND:
Centre for Catalyzing Change (C3), is a not for profit organization that improves the lives of women and girls in India. Through local partnerships and programs, C3’s proven approach to development gives women, young girls and boys the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and strengthening ability to become leaders in their communities and in governance.

JOB DESCRIPTION/ RESPONSIBILITIES:
- Manage general office administration (e.g. office lease, housekeeping maintenance, security, procurement, vendor management, annual maintenance contracts, office records, office equipment’s, files and office correspondence etc.)
- Maintain proper records of all inventory/ assets procured and issues to various staff. To ensure that assets are insured and in working conditions. Any requirement of new assets items needs to be brought to the knowledge of State Head and Administrative Officer at New Delhi.
- Maintain records of all the publication and distribution.
- Organize conferences meetings and events and provide IT/ other support to the state office
- Review incoming correspondence, collect and prepare necessary information for reply/action, and draft and finalize responses;
- Manage the travel of the office staff, including dealing with the travel agent; ensuring that the travel approval process is being followed as per policies, hotel arrangements, car arrangements, ticketing, managing the schedule of the visitors etc.
- Undertake field travel for training, review of sub-grantees account and program monitoring as necessary.
- Ensure attendance sheet for all training programs / workshop etc. are attached with the claims.
- To keep track of due dates of all financials reports to be submitted by sub-grantees as per agreed sub-grant agreement.
- Coordinate with Delhi office for all need based state level procurement.
- Be the point person for Delhi office for administration, and procurement related matters.
- To ensure that state office is compliant with all applicable laws (of State)
- Undertake any other activities/responsibilities as given by the State Head or from the New Delhi Office.
The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.

The position will report to State Head and dotted line reporting Admin Officer at New Delhi.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

- Excellent communication, interpersonal and relationship building skills, with ability to work in a multi-cultural environment
- Excellent analytical and reporting skills
- Motivated, energetic, thorough, and responsive to the needs
- Ability to work independently and as a team player in a multi-cultural environment
- Good working knowledge of computers/ software’s
- Flexible attitude towards changing priorities and ability to multi-task
- Strong initiative skill
- Minimum 5-7 years of experience in social sector
- Proficient in MS Office.
- Practical understanding of Statutory mandates as per regulations.
- Able to speak and read English, Hindi languages.

COMPENSATION OFFERED:

The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

Please send your latest CV, with a covering letter at jobs@c3india.org

Please mention the position you are applying for in the subject line of your email. The application must contain information about your current salary & benefits drawn (CTC).

Only Short-listed candidates will be intimated.

C3 aims to be an equal opportunity employer. Women candidates are encouraged to apply.