



Water, Sanitation and Hygiene Institute (WASH Institute)

Water, Sanitation and Hygiene Institute (WASH Institute) established during the year 2008 in Kodaikanal, is a registered non-profit government technical, training, research and development organization dedicated to providing practical solutions to tackle a wide range of water, sanitation and hygiene issues in India.

Over the years, WASH Institute has carved its niche in the field of Water, Sanitation and Hygiene as an expert through its quality training programs, Technical Assistance programs to the Government of India, grassroots programs, and research & advocacy. WASH Institute also has an academic wing that conducts formal courses at Reddiarchatram, Tamil Nadu in affiliation with the Madurai Kamaraj University. The Institute has a proven record of accomplishment in organizing National Workshops/conferences on various themes of Water, Sanitation and Hygiene. WASH Institute is currently operating from different branch offices that are located in Reddiarchatram, Chennai, Madurai, Thiruppullani and Pudukkottai (Tamil Nadu), Munger (Bihar), West Bengal, Bhadradari Kothagudem (Telangana), Noida and Saharanpur (Uttar Pradesh), Malur (Karnataka), East Godavari district (Andhra Pradesh), Hindaun (Rajasthan), Amritsar, Gurdaspur (Punjab) and New Delhi.

WASH Institute is looking to recruit motivated personnel to share the vision of WASH Institute – “a world where all the communities have access to safe, protected and sustainable drinking water and sanitation services, with improved hygiene practices”.

Name of the position	Executive Assistant
No. of positions	1
Duty Station	New Delhi
Desired Qualification	<ul style="list-style-type: none"> • Post Graduate in MBA/PGDM with minimum 5 years of experience. • Candidates with experience in administration would be preferred. • The Candidate should possess excellent computer efficiency.

Job Profile:

The Executive Assistant shall be required to support our Program Director and to assist him in general high-level administrative work, organising meetings and handling correspondence, screening visitors and setting his daily schedule, as detailed under.

Key Roles and Responsibilities

- The role of the Executive Assistant is to support the Program Director in his daily and administrative matters.
- Coordinating all appointments of the Program Director.

- Must act as the Program Director's first point of contact with people from both inside and outside the organisation.
- Arranging travel, visas and accommodation and occasionally travelling with the Program Director to take notes or dictation at meetings or to provide general assistance during presentations.
- Screening phone calls, enquiries and requests and handling them when appropriately.
- Organizing diaries to schedule the upcoming meetings/appointments/conference calls/travelling plan etc.
- Taking notes or minutes of the meeting to update Program Director.
- Dealing with incoming emails, faxes and other correspondence on behalf of the Program Director
- Organizing meetings and ensuring the Program Director is well aware for meetings
- Replying to all the correspondence on time that comes for the Program Director.
- Prepare presentations or reports as assigned.
- Any other task assigned by the Program Director

In addition to the above, the Executive Assistant is expected to support Business Development Team in proposal writing, undertaking desk and field research as requested by the Program Director or the Advisor, Program and Management.

Desired Qualities:

- Professional level verbal and written communication skills
- Willingness to learn
- Ability to address things from both micro and macro view
- Ability to multi task
- Understanding the importance and adhering to deadlines

Languages

Sound knowledge of speaking, reading and writing in English is mandatory. Preference shall be given to candidates with proficiencies in additional Indian languages.

Salary Package

The annual Salary (CTC) will commensurate with the available skills and fitment of the incumbent as per the selection process.

How to Apply

Please submit your recent curriculum vitae, including up to a 250 words summary explaining why you think you are suitable for this position. Application can be e-mailed to the following address: careers@washinstitute.org

The last date to submit the resume is **3rd October, 2021**. Only shortlisted candidates will be contacted. When e-mailing, please mention the post and location in the "subject" line.

WASH Institute is an equal opportunity employer and qualified women candidates are encouraged to apply. WASH Institute has zero tolerance for any forms of Sexual exploitation and abuse at work place. WASH Institute does not discriminate qualified candidates based on age, caste, class, sex, gender, disability, religion, nationality, ethnicity, health and disability.