Water Sanitation and Hygiene Institute (WASH Institute)

WASH Institute 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 Viralimalai(Tamil Nadu), Munger (Bihar), West Bengal, BhadradariKothagudem (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”.

<table>
<thead>
<tr>
<th>Name of the position</th>
<th>Documentation Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of positions</td>
<td>1</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Jal Jeevan Mission, DDWS, Ministry of Jal Shakti</td>
</tr>
</tbody>
</table>
| Desired Qualification| • Degree in communications or related field with a minimum of six years of experience  
                           • The Candidate should possess excellent computer efficiency. |

**Job Profile**

Documentation specialist’s primary responsibilities include organizing an archiving system, retrieving documents upon request and outlining a long-term storage strategy.

**Key Roles and Responsibilities**

- Follow client norms, maintain excellent quality and resolve errors while developing documents and performing tasks.
- Ensure integrity of original documents through processing, and packing and marking documents.
- Spelling check and correctness of documents.
- Organise establishment to maintain quality and safety of services provided.
- Utilise software skills to write, edit, revise and compare documents according to guidelines.
- Perform transcription and conversion work and scanning of documents as required.
- Handle correspondence, preparation of presentations and budgets, and various documents as required.
- Ensure complete secrecy in managing confidential documents and manage document recovery.
- Proofread, merge and format documents whenever required.
- Merge image documents with text documents, and assist in printing procedures.
- Supervise completion of authorized projects within the given time, resources and official guidelines.
- Maintain electronic data files as well as hard copies of reports.
- File, record, recover, archive, scan and maintain documents and database systems.

**Desired Qualities:**

- Proficiency with scanning and administrative technology.
- Outstanding organizational skills.
- Multitasking ability.
- Attention to detail.
- Professional level verbal and written communication skills.
- Ability to address things from both micro and macro view.
- 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 **12th December, 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 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 candidates based on age, caste, class, sex, gender, disability, religion, nationality, ethnicity, health and disability.