

Terms of Reference (ToR)

Position Information

Office/Project	TB Projects
Designation	Office Executive
Reporting Supervisor	Operations Lead
Duty Station*	Gurugram, NCR of Delhi
Type	In Person- Consultant Full-time
Total Position Openings	_01
Project Period	01-May-2024 to 31-Mar-2027
Travel	2-4 days to project locations in a month

Doctors For You is seeking applications for Office Executive in its TB Projects office in Delhi. The ideal candidate will work from the admin office in Gurugram in NCR of Delhi.

Qualification, Skills & Competencies:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 2 years of relevant experience in NGO sector.
- Administrative and organizational skills
- Strong interpersonal and Communication skills
- Proficiency in office software (e.g., Microsoft Office)
- Record-keeping and documentation
- Attention to detail
- Customer service orientation
- Multitasking abilities.

Roles and Responsibilities:

1. Administrative Support:
 - Manage incoming calls, emails, and correspondence, redirecting them as necessary.
 - Assist in scheduling appointments, meetings, and maintaining calendars.
 - Prepare and distribute internal memos, reports, and documents.
2. Office Management:
 - Maintain office supplies inventory by checking stock levels and ordering supplies as needed.
 - Ensure the office premises are well-organized and presentable.
 - Coordinate with vendors and service providers for office maintenance.
3. Records Maintenance:
 - Organize and maintain physical and electronic files and records.
 - Assist in data entry, updating databases, and generating reports.
4. Assistance in Events and Meetings:
 - Support in organizing office events, including setup, coordination, and cleanup.
 - Assist in meeting preparations, including room setup, materials, and refreshments.
5. Supporting Staff Needs:
 - Assist staff members with basic IT-related issues or coordinate with the IT department for resolutions.
 - Support new employees during onboarding processes.
6. General Assistance:
 - Provide general assistance to colleagues and visitors, ensuring a hospitable and welcoming environment
 - Assist in ad-hoc tasks and projects as requested by management.

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.

Remuneration: The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance.

The above-mentioned position requires outstanding communication, analytical skills, documentations skills, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.

How to apply: Prospective candidates should submit their applications with quoting the **job title** on the subject line, include updated CV and Cover letter clearly explaining how you fit into the role and why you should be shortlisted on hr.gfund@doctorsforyou.org copy to hr@doctorsforyou.org.

- Please ensure that your application is complete with the above-mentioned documents. The candidates not submitting their applications with the required documents will not be considered.
- The appointment will be subject to certification that the candidate is medically fit to take on the role.
- Any attempt for persuasion will be considered as a disqualification.
- Only short-listed candidates will be invited for assessment.
- DFY is a tobacco and alcohol-free organization.
- Women candidates are especially encouraged to apply.
- The last day for submissions is 25th April, 2024 (The last date for application has been extended till 15th May, 2024)

Only shortlisted candidates will be contacted.

Safeguarding Commitment : At DFY, we are committed to Safeguarding and Protection of the communities, staff, and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with DFY are recruited. This post is subjected to a range of vetting checks, including a criminal records disclosure. Background and Reference checks will be conducted, and ethics are part of the regular performance appraisals.

About Doctors For You

Doctors For You (DFY) is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a humanitarian organization from India with international presence and is working in various disaster hit zones for the last 16 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situations, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering training and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.

Doctors for You was founded in India in 2007, by doctors, medical students and like-minded people with a vision of "Health for all." Currently, DFY is working on various projects in different states of India involving health professionals, Disaster Management Practitioners, Social Workers and Administrative Staff.

The organization received several awards viz. The SAARC Award (2010), The British Medical Journal Group Award (2009), Golden Ruby Award (2015) and recognition from state governments for its outstanding contribution to the humanitarian field.

Since 2012, our focus has been on Tuberculosis starting with our DOTS providers at primary health centres, and over time, we've evolved to become the leading organization overseeing TB programs across 84 districts in India. Our endeavours have spanned various initiatives including

diagnosis, treatment adherence training, capacity building, nutrition programs, and active case finding. With the latest Global Fund Grant, we're set to implement programs targeting drug-resistant tuberculosis, EPTB, and active case finding.