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| Job Description: | Administration Officer | Responsible to: | Manager Administration |
| No. of direct reports: | NA | Location | Delhi |
| Duration | 1 year | Job Function | HR & Administration |
| Purpose: | To be responsible for supporting the Administration division for PFI Delhi office. | | |
| RESPONSIBILITIES | <ul style="list-style-type: none"> Any other work that may be assigned by the Manager from time to time. | COMPETENCIES | REQUIRED SKILLS |
| <ul style="list-style-type: none"> Support in organizing meetings and conferences. Support in arranging in-house meetings, get together etc Provide support in procurement of goods and services as per need. Drafting purchase orders / service orders, updating and managing related trackers. Provide support for all printing-related requirements. Provide support in maintaining Fixed Assets Support in vendor empanelment and manage them as per the organizational needs. Provide support in updating and maintaining vendor databases. Provide back-up support for travel arrangements and bookings. Managing stock of various office supplies items such as stationery, pantry and housekeeping supplies. Drafting routine correspondence, and maintenance of files and office records. Assist Manager Administration in day-to-day routine administrative activities and maintenance of office premise. | <p>KEY PERFORMANCE INDICATORS</p> <ul style="list-style-type: none"> Vendor management. Negotiation with vendors Logistics management Assets management. Event management. Processing of payments and coordination with Finance team. Updating and maintaining multiple trackers | <ul style="list-style-type: none"> Working together: Is a team player and works closely within the team as well as with cross functional teams. Communication Skills: Good written and verbal communication skills in Hindi and English Responsiveness: Understands the demands of organization needs and can identify and respond to urgent tasks Willingness to Learn: Continuously works towards improving professional competence by acquiring new skills Delivering Results: Is goal oriented and takes initiative in identifying alternate methods to ensure high quality results. Adaptability and Initiative: Quickly adapts to organizational demands and is open to take new challenges Adherence to Policies: Abides by organizational norms and policies all the time. Flexible about the challenges of working in a fast-paced environment with shifting priorities | <ul style="list-style-type: none"> Minimum Graduation Degree from a reputed educational institution. Experience of at least 5 years in Administration and Finance. Proficient in MS Word, Excel, PowerPoint, Outlook, and Internet Explorer <p>HOW TO APPLY</p> <p>Please send your updated CV with a covering letter describing your suitability for the position to hrpfi@populationfoundation.in latest by 28 April 2024</p> <p>Please mention the position “Admin Officer” in the subject line of your e-mail. Only shortlisted candidates will be contacted</p> |

ABOUT PFI

The Population Foundation of India (PFI) is a national non-government organization at the forefront of policy advocacy and research on population, health and development issues in the country. PFI leads advocacy efforts and works as a think-tank dedicated to promoting and advocating effective formulation and implementation of gender sensitive population, health and development policies, strategies, and programs in the country. Policy advocacy, social and behavior change communication, community action and knowledge management are some of the key strategies that PFI works on to achieve the organization's goals.

Over the years, PFI has played a catalytic role to address issues relating to gender equality, women empowerment and other social determinants. PFI is committed to serving the economically weak and marginalized sections of society in the high priority districts (HPDs) with poor socio-health-demographic indicators.

OUR STRATEGY

Reproductive health and family planning can positively influence and advance the newly laid out Sustainable Development Goals by addressing multiple targets and ushering in an era of development. Access to voluntary family planning has the potential to save lives and help break the cycle of poverty, stabilize population growth and ease the pressure on the environment. It is the most cost-effective development investment.

We believe that health, education and wellbeing of the population is crucial for sustaining just, equitable economic growth and development. For that to happen, change has to happen at three levels – individual, social and systemic or policy levels, ensuring that the country offers a conducive and enabling policy environment for girls and women to claim their rights, agencies of youth to be involved in demanding and supporting efficient and accountable governance and informed policy makers to inspire a vibrant future. PFI will act as a catalyst, a facilitator to offer compelling evidence based scholarship, thought leadership and convention inform, inspire and initiate actions that will contribute to and strengthen our national plans and priorities. We will realize our mission by building leadership and public accountability, influencing social norms, reframing public discourse and collaborating with national and global initiatives in population studies and family planning. We believe that our mission will significantly contribute to India's commitment to achieving Sustainable Development Goals and FP2020 targets.

OUR VALUES

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| MUTUAL RESPECT | EQUITY AND JUSTICE |
| INTEGRITY | WOMEN'S RIGHTS |
| COURAGE OF CONVICTION | INDEPENDENCE |
| CORE VALUES | HUMILITY |

OUR MISSION

To advance gender-sensitive, rights based population and family planning policies and actions for a just, equitable and prosperous society.

STRATEGIC OBJECTIVE 1

To advance family planning and reproductive health as drivers of individual rights

- Girls and women are able to take informed choices for exercising their bodily rights without fear or inhibition
- Young people and women are able to access to high quality and affordable family planning services and reproductive health care

STRATEGIC OBJECTIVE 2

To position family planning and population measures as critical drivers of sustainable growth and development in India

- Family Planning and women's rights are national priorities that help realize higher growth and sustainable development.
- Strong rights based policies, adequate budgets and efficient public institutions help build and sustain quality of life and wellbeing.

STRATEGIC OBJECTIVE 3

To ensure family planning and reproductive health becomes drivers of youth leadership for social transformation at scale

- Gender sensitive family planning and reproductive health rights and services form the fulcrum of all social development plans and actions
- Young people, particularly among women, are leading grassroots transformation towards a just and equitable social system

OUR APPROACH

ADVOCACY:

Global thought leadership, high quality evidence-based narratives to inform and inspire law makers for comprehensive family planning and reproductive health policies; shaping family planning discourses within sustainable

BEHAVIOR CHANGE:

Utilize power of technology and new-age media platforms targeted intervention on reproductive health education and gender sensitive behavior, attitudes and practices of the society, particularly young people

ACCOUNTABILITY:

Promote agency of youth, particularly girls and women, within community led participatory governance initiatives to enhance efficiency and accountability of public systems and delivery services