

VACANCY

Post : Executive Officer (Administration)
Organization : African-Asian Rural Development Organization (AARDO)
Location : Chanakyapuri, New Delhi, India

Duties & Responsibilities:

- Provide shorthand, transcription and (computer) typing service.
- Assist the Division Head & Head of the Mission in preparing reports, speeches, write-ups, minutes of the meeting.
- Keep track of events & meetings with the High Commissioners, Ambassadors, Ministers, etc.
- Draft letters, emails, invitations, Note Verbale and other routine correspondence.
- Travel with team to assist Head of the Mission, in India and abroad.
- Maintain Office Records.
- Other work as assigned from time to time.

Qualifications:

- Master Degree, preferably in Agriculture/ Rural Development/ Economics/ Social Sciences.
- Diploma or Certificate in Stenography or Office Management or Secretarial Practices with Shorthand Speed of 100 w.p.m.
- Working knowledge of Computer (MS Office) with minimum Typing Speed of 35 - 40 w.p.m.
- Excellent written and oral English Communication Skills.

Experience: Minimum 5 years.

Emoluments: The incumbent will get a monthly consolidated pay on the basis of his/her qualification & work experience.

Duration: The offer is open initially on contract for a period of one (01) year, extendable/renewable depending upon work performance.

Working Days: Monday to Friday

Work Timings: 9:00 AM to 4:30 PM

Work Station : New Delhi (required to travel in India and abroad)

Interested candidates may submit their updated resumes to the email ID: aardohq@aardo.org

About AARDO

African-Asian Rural Development Organization (AARDO), formed in 1962, is an autonomous inter-governmental organization comprising Thirty Three members from Africa and Asia. AARDO is devoted to develop understanding among member countries to improve the livelihood in rural areas through sustainable agricultural and rural development. For more information, may kindly visit www.aardo.org