

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI  
RAJ**

Rajendranagar, Hyderabad 500030

**1. Finance and Administrative Assistant**

<b>Name of the Position</b>	<b>Finance and Administrative Assistant</b>
<b>Salary</b>	Rs.22,000/- pm
<b>Reports to</b>	Head, CGSD
<b>Duration</b>	June 2019 to May 2020
<b>Purpose &amp; Key Responsibilities</b>	
<p>NIRDPR and UNICEF are jointly undertaking a project on Child rights and welfare. A Child Rights Resource Unit (CRRU) has been set up at NIRDPR, Hyderabad for the same. We are looking for a position of Finance and Administrative Assistant to assist the implementation of the project. Finance and Administrative Assistant - CRRU will assist the CRRU team to manage the activities of the Unit under the guidance of Head-CGSD.</p> <p><b>The project duration is 2 Years. Contract will be for 6 months, extendible for another 18 months upon satisfactory performance.</b></p> <p>His/Herkeyresponsibilitiesare:</p> <p><b>Project management</b></p> <ul style="list-style-type: none"><li>• Undertake the administrative activities of the Unit.</li><li>• Assist in the review and monitoring of budget utilization</li><li>• Timely preparation of finance/activity reports, FACE and SOE</li></ul> <p><b>Qualifications, Skills &amp; Experience</b></p> <ul style="list-style-type: none"><li>• Applicant must be a graduate.</li><li>• Diploma or post graduate diploma in computer applications is desirable.</li><li>• Candidate should have minimum 3-4 years of relevant work experience in the development sector.</li><li>• Candidate must be comfortable in handling financial accounts and records.</li><li>• Computer literacy and ability to work efficiently in MS Office.</li><li>• Must be flexible and able to work in a challenging environment.</li></ul>	

**Last Date for receipt of application is 12<sup>th</sup> June, 2019**

**Apply only On-line through [cgsd.rec@gmail.com](mailto:cgsd.rec@gmail.com)**

**All interested candidates can appear for walk in interview on 17<sup>th</sup> June at 11.00AM in NIRDPR at the Vikas Auditorium.**