



LEPRA India

## External Advertisement

Released By	LS/ROH - HR	Job Title &	Executive Secretary
Date of Release	14/06/2010	Last Date	25/06/2010
Reporting To	Director	Likely date of Joining	ASAP
Project /No of Positions	ROH/01	REF/NO.	ROH/ES/1

### Executive Secretary

#### JOB DUTIES AND RESPONSIBILITIES

##### 1. Letters and Correspondence:

- Draft, type and dispatch the letters
- Correspondence with Senior Staff members as per Director's instructions
- Correspondence with Central and State Government departments/agencies
- Send "Thank you" letters for hospitality given to the Director in any of the tours/visits
- Document and file all letters.

##### 2. Administrative tasks:

- Manage TA bills of Director in co-ordination with Finance department
- Manager Tour Reports of Director and mark copies, as desired
- Take the "minutes of the meeting" of Core group meeting and the action points. Circulate same to the senior staff

##### 3. Foreign Visit of Senior staff:

- Arrange for Travel advances
- Arrange for Visa/Tickets in co-ordination with Manager - Finance & Admn, as per the itinerary
- Prepare itinerary, in co-ordination with the concerned senior staff.
- Arrange for Presentation materials/reports/brochures/letterheads/stationary etc.
- Arrange for Oversee Mediclaim
- Search and provide information on weather & health issues in the country of visit
- Prepare a medical kit with appropriate medicines, as per norms
- Manage Hotel Accommodation
- Arrange Mobile phone with International Roaming
- Provide contact details.

##### 4. Common Areas of work (of Secretariat):

- Indent for the stationary requirement
- Manage pending mails and pending letters
- Scan & Fax maintenance
- Maintenance of Notice Board/Cupboards
- Take appointments for Director and follow-up
- Provide Hospitality for the guests.

##### 5. Documentation and Filing:

- File all correspondence as per the filing procedure guidelines provided in the "Manual of Administration"
- File LEPRA Newsletter/Newsletters of other International & National agencies and other Health Journals according to the month/year of publications
- Maintain registers, as required and manage office records

##### 6. Confidentiality: Ensure confidentiality of all matters and information pertaining to Director's office.

**Qualification, Skills & Experience:** Graduation with good communication, administration & soft skills. Should have served at least 2 years in similar position. Experience in INGO/NGO will be an added advantage.

**Location:** Hyderabad **Salary:** Rs. 1.8 lac (p.a) all inclusive. Positions will be on contract basis for a fixed period.

**How to apply?** Candidates can e-mail up-dated resumes to: [hrdroh@leprahealthinaction.in](mailto:hrdroh@leprahealthinaction.in)

**Last Date: 25 JUNE 2010**

LEPRA India is an equal opportunity employer.

Women are encouraged to apply.