



External Advert

Released By	LSHO - HR	Job Title & Department	Monitoring & Evaluation cum Accounts Assistant
Date of Release	31/10/2011	Last Date of Receipt of Applications	07/11/2011
Reporting To	Program Officer	Likely date of Joining	ASAP
Location/No. of Positions	Araria & Lakhisarai Dists/2	REF/NO.	M&E cum A/C - 287

Monitoring & Evaluation cum Accounts Assistant

LEPRA India is looking for a dynamic and self propelled person to implement Link workers project in the districts of Araria & Lakhisarai of Bihar State for immediate appointment.

The position is on contractual basis for five months and carries attractive remuneration.

What you would do

S/he would be responsible to

1. Ensure consolidation of information generated in the mapping activities and sharing with M & E officer at Lead NGO level.
2. Ensure timely collection of reports, data entry and preparation of analytical reports for action.
3. Ensure timely submission of reports to Lead NGO/ SACS/NACO/DAPCU.
4. Ensure orientation to Supervisors and DRPs on the indicators outlined in the Operational Guidelines.
5. Ensure procurement process is followed as per the requirements of the scheme.
6. Orient district level and in-house staff on the requirements of procurement, fund tracking, financial documentation.
7. Ensure proper financial documentation i.e. maintaining books of accounts, regular bank reconciliation, submission of audit reports, utilization certificates.
8. Ensure administrative budget is utilized as per requirement of the programme.

What you would need to have

Good academic background with a Bachelor's degree in Commerce/ Financial Accounting from a recognized University, with proficiency in computers.

- Should have a minimum of 2 years of experience in handling accounts, MIS data entry and ease in working with NGOs.
- Must have proficiency in the local language and dialects.
- HIV positive, especially positive women, with the required qualifications and experience will be given preference.

Honorarium: Rupees 1.2 lakhs per annum depending on the experience and qualification.

How to apply?

If you have the skills and necessary experience and are interested in this role please email your application along with detailed resume in the specified format downloaded from www.leprasociety.org (carriers column) to hird@leprahealthinaction.in specifying the REF.NO in the subject line or by post/courier specifying the REF.NO & post applied for on the cover of the application to: Head - Human Resources, LEPRA Society, PB No.1518, Krishnapuri Colony, West Marredpally, Secunderabad - 500 026.

LEPRA Society is an equal opportunity employer.