

Steno & Personal Assistant

A. Background :

The Government of India has launched The National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD) . The Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase their household income through sustainable livelihood enhancements and improved access to financial and public services. The agenda is to mobilize the rural BPL households into self- managed, federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment.

Further to these objectives, the Government of Maharashtra has constituted the Maharashtra State Rural Livelihoods Mission, registered under the Societies Act 1860. A State Mission Management Unit (SMMU) has been constituted as a dedicated support structure to deliver the mission in the State.

The MSRLM intends to hire services of Para Professional to extend various administrative support services to the SMMU under MSRLM.

B. Duration :

The mission will be operational for a period of 5-7 years. Thus, persons recruited and performing successfully could expect to be associated with the mission on a long term basis. For administrative policy reasons, the contract of this position will be for 11 months and renewed further based on performance and requirement. The position is based **at Belapur in Navi Mumbai**.

C. General Terms:

1. The Personal Assistant & Steno will be hired on contract basis by MSRLM and work as one of the team members of the SMMU.
2. The service of the Personal Assistant & Steno will be hired on a retainer basis and be available full time to the SMMU
3. The Personal Assistant & Steno shall report to the officer nominated by Chief Executive Officer, MSRLM.

D. Profile of the Personal Assistant & Steno

I. Steno & Personal Assistant (No. of Post -02)

Selection Criteria

a) Mandatory Criteria

- Bachelor degree in any discipline
- Marathi and English Shorthand 120 WPM speed
- Marathi typing 30 WPM and English typing 40 WPM speed
- MS CIT or equivalent course
- At least 2 years work experience of supporting at the executive level in Government office/NGO/ Private company
- Knowledge of MS Office, including Word, Excel, PowerPoint and Outlook

b) Desirable Criteria

- Any diploma / certificate course in secretarial practice

Experience

- Experience of providing secretarial and administrative services to Senior level officers
- Experience in scheduling travel arrangements for officers

Honorarium:

- Consolidated Rs. 25,000/- per month

Technical Knowledge and Skills

- Excellent calendar management skills, including the coordination of complex executive meetings
- Strong computer skills including proficiency in Microsoft Office and other commonly used software. Access Database skills would be an advantage.
- Good internet skills, including use of e-mail programs and group messaging
- Good organizational skills and record keeping
- Skills in establishing priorities and managing workload
- Good verbal and written communication skills
- Knowledge of governmental systems and procedures

Duties and Responsibilities:

- Take dictation, rendering transcripts and doing general typing work.
- Attend visitors and maintain tour Diary
- Arrange travel schedule and reservations for officers as needed
- Maintain up-to-date contact list of district & block level officers
- Maintain the general filing system and file all correspondence
- Be responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive meetings
- Plan and prepare for meetings, conferences and conference telephone calls
- Provide word-processing and secretarial support
- Any other ancillary function and work that may be assigned by the officer

Note:

- 1) The CEO, MSRLM reserves the right to modify /cancel the recruitment process without assigning reasons, to modify/amend the eligibility criteria and number of positions without prior notice depending on the mission requirement.