

Call for applications for the post of Programme Assistant at the Centre for Child

Rights, WBNUJS

The Centre for Child Rights, WBNUJS is looking to hire one “Programme Assistant” to support its activities. The three tasks that the Programme Assistant is expected to perform are:

1. Preparation and maintenance of accounts;
2. Maintenance of all documents of the Centre and;
3. Correspondence with stakeholders

The detailed job description of the Programme Assistant would be:

- i. Preparing and maintaining of accounts and other financial documents including Utilization Certificate etc.;
- ii. Maintaining all the files, documents and records of the CCR;
- iii. Undertaking data entry and typing work for preparation of study and training material;
- iv. Initiating and maintaining correspondence with all stakeholders;
- v. Maintaining timeline of the deliverables and ensuring compliance, reporting to the Programme Officers;
- vi. Delivering correspondences to recipients as directed by the Head of the CCR;
- vii. As per the requirement and as advised by the Head of the CCR, supporting various internal and external events/ trainings/ workshops/ meetings, etc. being organised by WBNUJS, Kolkata or any of its partners;
- viii. Maintaining a register of the correspondence, receipt, issue and utilization of stationery and other office material;
- ix. Undertaking any other tasks as assigned by the Head of the CCR

Essential Qualifications:

1. Graduation in any discipline.
2. Work experience in handling accounts and providing secretarial/logistics assistance.
3. Communication skills in English and Bengali.

Preferred Qualifications:

1. Working knowledge in Hindi.

The salary for the post is a consolidated sum of Rs. 30,000/- per month only. The appointment will be a contractual one, which will initially be for a period of one year and further extended, subject to performance and availability of funds. Interested candidates are requested to send in their applications, curriculum vitae, and a cover letter to ccr@nujs.edu by the 5th September, 2016, 2:00 PM. The selected candidates will be examined by way of an interview, to be held on the 8th of September, 2016 tentatively and will be informed over e-mail. The selected candidate is expected to join within a week.