Join CIFOR-ICRAF and make a difference!

Administrative Assistant (Ref. No.2366)
Asia Continental Program (ACP), New Delhi

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today’s most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIFOR-ICRAF is looking for a:

**Administrative Assistant**

**Overview**

The branch office of CIFOR-ICRAF Asia Continental Program (ACP) of ICRAF in New Delhi is looking forward Administrative Assistant. The successful candidate will report to the Finance and Admin Manager, India. S/he will work in close collaboration with a team of corporate services.

**Summary of responsibilities**

**Prime:**
- Manage and provide support on staff travel, following CIFOR-ICRAF regulations and assuring that staff has the most convenient arrangements (including itineraries, accommodation, visas, travel advances, and expense report).
- Arrange transportation for the staff/visitors as requested.
- Manage and support in organizing regional and in country program related events and responsible for logistics.
- Maintain communication systems of CIFOR-ICRAF India Office (telephone, data cards, Internet connectivity) in running conditions.
- Preparation and filing of correspondence and other documentation; maintaining filing systems; acquiring office supplies and arranging office equipment maintenance; monitoring budgets.
- Ensuring operations of office equipment by preventive maintenance requirement, calling for repairs, marking equipment inventories, evaluating new equipment.
- Maintaining office supplies inventory by checking stock, anticipating needed supplies placing requisition etc. and verifying receipt of supplies.
- Responsible for maintenance of the office.
- Maintaining fixed assets register
- Assist in procurement of office supplies/equipment when needed.
**Additional:**
- Any other duty/responsibility assigned by the supervisor.

**Requirements**

*Education, knowledge, and experience:*
- Bachelor’s degree preferably in Commerce бизнес management with minimum 3 years relevant experience in admin and accounting.
- Sound knowledge of internal control and risk management frameworks and concepts.
- Sound knowledge of statistical tools.
- Experience of working with CGIAR, UN organizations, INGOs
- Working experience in the field of agriculture/forestry

*Personal Attributes and Competencies*
- Demonstrated skills in participatory methodologies on information gathering, analysis and presentation.
- Ability and willingness to travel when needed for CIFOR-ICRAF India work.
- Proven ability to work in multi-cultural & multi-lingual environment.
- Excellent communication skills with a strong command of English both spoken and written.

**Terms and conditions**
- This is a Locally Recruited Staff (LRS) position. CIFOR-ICRAF offers competitive remuneration in local currency, commensurate with skills and experience.
- The appointment will be for 1 (one) year, inclusive of a three-month probationary period, with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
- The duty station will be in New Delhi.

**Application process**
- The application deadline is **7 December 2023**
- We will acknowledge all applications but will only contact short-listed candidates.

To apply, please visit our career site at:

[https://www.cifor-icraf.org/career/](https://www.cifor-icraf.org/career/)

To learn more about CIFOR-ICRAF, please visit our websites at:

[https://www.cifor-icraf.org](https://www.cifor-icraf.org)

CIFOR-ICRAF reserves the right to modify the number of positions, and locations, or cancel the hiring as necessary.

**CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.**

**CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.**