



1. **Short Title of the Consultancy:** Administrative Officer
 2. **Headquarters:** The Administrative Officer's work shall be primarily based out of New Delhi
 3. **Scope of the Work (SoW):**

The Administrative Officer supports the Executive Director, Programme Coordinator, Project Coordinator and other senior functionaries of IMI, by coordinating events, projects and administration activities. The responsibilities of the Administrative Officer shall include, but not limited to the following:
- 3.1 **Knowledge Management**
 - 3.1.1 Maintain up-to-date news, policies, and other information on Indian Mountain States – particularly related to the thematic areas of IMI's focus in consultation with the IMI Secretariat Officials
 - 3.1.2 Maintaining database of records of IMI's reports, publications – making it available when necessary in consultation with the IMI Secretariat Officials
 - 3.1.3 Maintaining database of publications/research/other documentation related to the mountains created by research organisations, governments, and other advocacy bodies in consultation with the IMI Secretariat Officials
 - 3.1.4 Maintain records of proceedings of events, meetings and other activities
 - 3.1.5 Maintain records of all members, and persons/institutions associated with IMI
 - 3.2 **Communication**
 - 3.2.1 Communicate and coordinate with members, councillors, and other persons/institutions associated with IMI
 - 3.2.3 Be an information source on IMI
 - 3.2.4 Assist in coordinating events, conferences, project planning/scheduling and implementation for IMI and councillors
 - 3.3 **Office Administration - Accounts**
 - 3.3.1 Liaise with auditors and accountants of IMI
 - 3.3.2 Oversight of accounting and office management systems
 - 3.3.3 Perform any other related responsibility as directed by IMI Secretariat Officials
 - 3.3.4 Miscellaneous office work – visits to banks, post offices and other important offices as directed by the IMI Secretariat Officials

Note: Individuals with ability to manage websites will an added advantage



To Apply: Kindly send your detailed CV along with a covering letter mentioning your last drawn salary to the representative from IMI Contacting you, with a copy to progcoordinator@inmi.in. Please specify the job title for in the subject line of your mail. IMI Secretariat will revert to you with the next steps after that.

Last date for receiving application is 30th January, 2018

To know more about IMI: www.inmi.in