

Name of the Post: Administrative Officer in Koshish-Field Action Project on Homelessness & Destitution, TISS.

Location: Mumbai

Duration: 12 months – April 2022 to March 2023.

Remuneration: INR 26620/- per month Additionally, selected candidate would be provided with medical insurance.

Last Date of Application: 25th March 2022

Koshish-TISS Field Action Project on Homelessness and Destitution is looking for an administrative officer for its ongoing program in Maharashtra.

Job Description: The Administrative Officer would be placed with Finance & Accounts section of the institute and assist in handling accounts for field action project. S/he will also be responsible for maintaining records for appointments, renewals, leave records and other such administrative requirements for the project. Administrative Officer would also be required to visit the field occasionally. Though this would not be a regular exercise, it would still be crucial as Koshish requires all its components/ units to have adequate understanding and perspective on the issue it works on.

Essential Qualifications:

1. Graduate with at least 1 year experience in handling accounts/ administrative assignments.
2. Conversant with accounting procedures and relevant software.
3. Good communication skills.
4. Ability to work in a team.

Application Procedure

Please send the following documents by email to tarique.tiss@gmail.com and sarika.patil@tiss.edu with the Subject Line: “Application for Administrative Officer”:

1. A cover letter clearly stating reasons for applying at Koshish
2. Updated curriculum vitae
3. 1 letter of recommendation from erstwhile Supervisor/ Reporting Officer

Only shortlisted candidates will be informed for a telephonic interview.