**Name of the Post: Administrative assistant**

**Name of the project:** "Migrants' emerging mobility patterns, high-risk behaviours, HIV vulnerabilities and responses during COVID-19 in India".

**Location:** Mumbai

**Duration:** 9 months

**Remuneration**: Up to INR 35,000 per month

**Last Date of Application:** 9th April 2022, 5.00 pm IST

**Job Description:** The person shall be responsible for all the financial procedures related to the project. The responsibilities shall include administrative support to the project, maintain personnel records for project staff, handle salaries of the project, verify all bills/ vouchers related to the project and ensure timely payment to staff, vendors, etc. The responsibilities include maintaining books of account, preparation of utilization certificate and statement of expenditure and meet all the statutory and audit related requirements.

**Essential Qualifications:**
1. M. Com with at least 1 year experience or B. Com with three year experience in handling accounts/ administrative matters.

2. Conversant with accounting procedures and relevant software.

3. Good communication skills.

4. Ability to work in a team.

**Application Procedure**
Application should be sent with the following documents via email to shssprojects.tiss@gmail.com with the Subject Line: Application for 'Administrative assistant'
1. Updated curriculum vitae

2. One letter of recommendation from erstwhile Supervisor/ Reporting Officer

**Only shortlisted candidates will be informed for interview**